

**CHARLESTON COUNTY SHERIFF'S OFFICE**  
Sheriff Kristin Graziano  
3691 Leeds Avenue  
North Charleston, SC 29405



NONEMERGENCY

843-202-1700



DISPATCH

843-743-7200



CRIME STOPPERS

843-554-1111

## Deputy-involved collisions on Savannah Hwy

### FOR IMMEDIATE RELEASE

May 9, 2022

**NORTH CHARLESTON, S.C.** – Before 11 p.m. Sunday, May 8, 2022, Charleston County Sheriff's Office Deputy Emily Pelletier was en route to back up another deputy who was out with a disabled vehicle on Savannah Highway in the Hollywood area. Pelletier's cruiser collided with a sedan on southbound Savannah Highway at New Road. Three occupants of the sedan were entrapped and died at the scene. Pelletier was extricated from the patrol car and transported to MUSC with non-life-threatening injuries.

Southbound Savannah Highway was closed in the area as the S.C. Highway Patrol investigated the collision. About a half-mile north of the crash site, two deputies were blocking southbound traffic with their cruiser, which had blue lights activated, as motorists were forced to turn around using the paved median. Around 2:30 a.m. Monday, a southbound sedan failed to stop for the roadblock and crashed into the cruiser with the deputies inside. First-responders at the site of the earlier collision heard the crash and responded. Deputy Jonathon Rand and Deputy Joy DeSomber were extricated from the car and transported to MUSC with injuries that were considered serious but not life-threatening. The driver of the other vehicle suffered non-life-threatening injuries.

The Highway Patrol is investigating both crashes.

Pelletier started with CCSO in April 2021. Rand was hired in June 2017. DeSomber started in November 2021 and had been assigned to Rand as a trainee. Pelletier and DeSomber have since been released from the hospital. Rand remains hospitalized but is stable.

Per protocol in serious deputy-involved collisions, Pelletier was placed on administrative leave with pay as CCSO conducts an internal review.

Our sincerest condolences go out to those who lost three loved ones last night.

CONTACT Andrew Knapp | Public Information Officer | 843-666-1990 | [aknapp@charlestoncounty.org](mailto:aknapp@charlestoncounty.org)

CONNECT WITH CCSO



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### **UPDATE May 10, 2022**

The following is a statement from Sheriff Kristin Graziano:

"Our hearts are broken for the family of Stephania, Shanice and Miranda. A member of my executive staff, a chaplain and I have met with the family, and CCSO is continuing to offer support. This is a tragic loss for our community. We are committed to reviewing our response policies to ensure we are doing our best to serve the public."

The sheriff will hold a news conference regarding this incident at 11 a.m. Wednesday, May 11, 2022, at the Sheriff's Office, 3691 Leeds Ave., North Charleston.

Regarding news media requests for video, CCSO turned over dashcam equipment from Deputy Pelletier's patrol car to the S.C. Highway Patrol for retrieval of the complete footage. CCSO will provide the footage after it is available.

### **UPDATE May 11, 2022**

Attached are policies relevant to vehicle operations and response codes. Also attached is the CCSO incident report regarding the fatal collision. The S.C. Highway Patrol is the primary investigating agency, but CCSO also conducts a standard internal review.

The CCSO report says the dashcam did not capture the collision. As noted during this morning's news conference, CCSO has turned over the recording equipment to the Highway Patrol so troopers can work with the manufacturer to attempt to recover any footage from before the collision. A serious crash typically triggers the recording to be saved starting approximately 30 seconds before the crash. We will release whatever footage becomes available.

Please follow the link for video of the news conference: <https://youtu.be/XXiDkTzy530>

The footage from the second collision at the roadblock is available here:

[https://drive.google.com/drive/folders/1iyZ-24\\_IRm4RbTXoN1TB8Sgu8B35rWCY?usp=sharing](https://drive.google.com/drive/folders/1iyZ-24_IRm4RbTXoN1TB8Sgu8B35rWCY?usp=sharing)

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**CONNECT WITH CCSO**





**CHARLESTON COUNTY  
SHERIFF'S OFFICE**

3691 LEEDS AVE  
CHARLESTON, SC 294057437  
(843) 202-1700

| INCIDENT REPORT  |                   |
|--|-------------------|
| CASE NUMBER<br><b>2022006001</b>                       | SUPPLEMENT NUMBER |
| CASE TYPE<br><b>TRAFFIC - COUNTY</b>                   | CAD EVENT NUMBER  |
| REPORT DATE<br><b>05/08/2022</b>                       |                   |
| REPORTING OFFICER<br><b>9611/103664 - ROY, BRENT M</b> |                   |

**INCIDENT**

| LOCATION                                       |              |  |                | OCURRED           | DATE              | TIME         | DAY        |
|--|--------------|--|----------------|-------------------|-------------------|--------------|------------|
| <b>HIGHWAY 17 / NEW RD , RAVENEL, SC 29470</b> |              |  |                | <b>ON OR FROM</b> | <b>05/08/2022</b> | <b>10:55</b> | <b>SUN</b> |
| PREMISE NAME                                   |              |  | JURISDICTION   | <b>TO</b>         | <b>05/09/2022</b> | <b>04:09</b> | <b>MON</b> |
| <b>RAVENEL</b>                                 |              |  | <b>CCSO</b>    | <b>REPORTED</b>   | <b>05/08/2022</b> | <b>10:58</b> | <b>SUN</b> |
| DISTRICT                                       | AREA         |  | WATCH          |                   |                   |              |            |
| <b>8</b>                                       | <b>SOUTH</b> |  | <b>TRAFFIC</b> |                   |                   |              |            |

NATURE OF INCIDENT

ALCOHOL RELATED  
  SENIOR CITIZEN  
  HATE / BIAS  
  ARSON  
  CHILD ABUSE  
 GANG RELATED  
  OFFICER ASSAULT  
  DRUG RELATED  
  DOMESTIC VIOLENCE  
  JUVENILE

RELATED REPORT NUMBERS

RELATED CASE NUMBERS

**SYNOPSIS**

Traffic responded to Highway 17 and New Road in reference to a County Vehicle Collision.

**ADDITIONAL INFORMATION**

|                               |                                  |                                       |
|-------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> ICAC | <input type="checkbox"/> PURSUIT | <input type="checkbox"/> USE OF FORCE |
| 2nd Officer                   |                                  |                                       |

**STATUS**

| CASE STATUS | CASE STATUS DATE | DISPOSITION | DISPOSITION DATE | APPROVAL                              | APPROVAL DATE     |
|-------------|------------------|-------------|------------------|---------------------------------------|-------------------|
|             |                  |             |                  | <b>8893/103664 - BURRELL, MICHAEL</b> | <b>05/10/2022</b> |

**OTHERS**

|   |                           |   |                  |   |                 |                      |                      |                             |                    |                  |                       |                      |                     |  |
|---|---------------------------|---|------------------|---|-----------------|----------------------|----------------------|-----------------------------|--------------------|------------------|-----------------------|----------------------|---------------------|--|
| ENTRY NO<br><b>1</b>  | INVOLVEMENT<br><b>SUB</b> | NAME: LAST, FIRST, MIDDLE<br><b>PELLETIER, EMILY NICOLE</b> |                  |   |                 |                      |                      |                             |                    |                  |                       |                      |                     |  |
| HOME ADDRESS<br><b>3691 LEEDS AVE NORTH CHARLESTON SC 29405</b> |                           |   |                  |   |                 | MAILING ADDRESS      |                      |                             |                    |                  |                       |                      |                     |  |
| EMPLOYER<br><b>CHARLESTON COUNTY</b>                            |                           |   |                  | EMPLOYER ADDRESS<br><b>3691 LEEDS AVE NORTH CHARLESTON SC 29405</b> |                 |                      |                      | OCCUPATION<br><b>DEPUTY</b> |                    |                  |                       |                      |                     |  |
| HOME PHONE  |                           |   | CELL PHONE       |   |                 | OTHER PHONE          |                      |                             | EMPLOYER PHONE     |                  |                       |                      |                     |  |
| DOB   | AGE<br><b>24</b>          | SEX<br><b>F</b>   | RACE<br><b>W</b> | JUV<br><b>N</b>   | ETH<br><b>N</b> | HEIGHT<br><b>506</b> | WEIGHT<br><b>185</b> | HAIR<br><b>BLK</b>          | EYES<br><b>BRO</b> | POB<br><b>US</b> | RESIDENCY<br><b>J</b> | CITIZEN<br><b>US</b> | GANG IDENTIFICATION |  |
| DL NUMBER   | DL ST                     | SSN   | FBI ID           | STATE ID  |                 |                      |                      |                             |                    |                  |                       |                      |                     |  |
| COMMENT   |                           |   |                  |   |                 |                      |                      |                             |                    |                  |                       |                      |                     |  |

|  |                           |  |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
|--|---------------------------|--|------------------|------------------|-----------------|----------------------|----------------------|--------------------|--------------------|------------------|-----------------------|----------------------|---------------------|--|
| ENTRY NO<br><b>2</b>                       | INVOLVEMENT<br><b>SUB</b> | NAME: LAST, FIRST, MIDDLE<br><b>DANTZLER-WILLIAMS, SHANICE RENEE</b> |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
| HOME ADDRESS<br><b>WALTERBORO SC 29488</b> |                           |  |                  |                  |                 | MAILING ADDRESS      |                      |                    |                    |                  |                       |                      |                     |  |
| EMPLOYER                                   |                           |  |                  | EMPLOYER ADDRESS |                 |                      |                      | OCCUPATION         |                    |                  |                       |                      |                     |  |
| HOME PHONE                                 |                           |  | CELL PHONE       |                  |                 | OTHER PHONE          |                      |                    | EMPLOYER PHONE     |                  |                       |                      |                     |  |
| DOB  | AGE<br><b>28</b>          | SEX<br><b>F</b>  | RACE<br><b>B</b> | JUV<br><b>N</b>  | ETH<br><b>N</b> | HEIGHT<br><b>506</b> | WEIGHT<br><b>132</b> | HAIR<br><b>BLK</b> | EYES<br><b>BRO</b> | POB<br><b>US</b> | RESIDENCY<br><b>S</b> | CITIZEN<br><b>US</b> | GANG IDENTIFICATION |  |
| DL NUMBER                                  | DL ST                     | SSN  | FBI ID           | STATE ID         |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
| COMMENT                                    |                           |  |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |

|  |                           |  |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
|--|---------------------------|--|------------------|------------------|-----------------|----------------------|----------------------|--------------------|--------------------|------------------|-----------------------|----------------------|---------------------|--|
| ENTRY NO<br><b>3</b>                       | INVOLVEMENT<br><b>SUB</b> | NAME: LAST, FIRST, MIDDLE<br><b>DANTZLER-WILLIAMS, MIRANDA RENASIA</b> |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
| HOME ADDRESS<br><b>WALTERBORO SC 29488</b> |                           |  |                  |                  |                 | MAILING ADDRESS      |                      |                    |                    |                  |                       |                      |                     |  |
| EMPLOYER                                   |                           |  |                  | EMPLOYER ADDRESS |                 |                      |                      | OCCUPATION         |                    |                  |                       |                      |                     |  |
| HOME PHONE                                 |                           |  | CELL PHONE       |                  |                 | OTHER PHONE          |                      |                    | EMPLOYER PHONE     |                  |                       |                      |                     |  |
| DOB  | AGE<br><b>22</b>          | SEX<br><b>F</b>  | RACE<br><b>B</b> | JUV<br><b>N</b>  | ETH<br><b>N</b> | HEIGHT<br><b>505</b> | WEIGHT<br><b>121</b> | HAIR<br><b>BLK</b> | EYES<br><b>BRO</b> | POB<br><b>US</b> | RESIDENCY<br><b>S</b> | CITIZEN<br><b>US</b> | GANG IDENTIFICATION |  |
| DL NUMBER                                  | DL ST                     | SSN  | FBI ID           | STATE ID         |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
| COMMENT                                    |                           |  |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |

|  |                           |  |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
|--|---------------------------|--|------------------|------------------|-----------------|----------------------|----------------------|--------------------|--------------------|------------------|-----------------------|----------------------|---------------------|--|
| ENTRY NO<br><b>4</b>                       | INVOLVEMENT<br><b>SUB</b> | NAME: LAST, FIRST, MIDDLE<br><b>DANTZLER, STEPHANIA RENE</b> |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
| HOME ADDRESS<br><b>GREEN POND SC 29446</b> |                           |  |                  |                  |                 | MAILING ADDRESS      |                      |                    |                    |                  |                       |                      |                     |  |
| EMPLOYER                                   |                           |  |                  | EMPLOYER ADDRESS |                 |                      |                      | OCCUPATION         |                    |                  |                       |                      |                     |  |
| HOME PHONE                                 |                           |  | CELL PHONE       |                  |                 | OTHER PHONE          |                      |                    | EMPLOYER PHONE     |                  |                       |                      |                     |  |
| DOB  | AGE<br><b>53</b>          | SEX<br><b>F</b>  | RACE<br><b>B</b> | JUV<br><b>N</b>  | ETH<br><b>N</b> | HEIGHT<br><b>508</b> | WEIGHT<br><b>185</b> | HAIR<br><b>BLK</b> | EYES<br><b>BRO</b> | POB<br><b>US</b> | RESIDENCY<br><b>S</b> | CITIZEN<br><b>US</b> | GANG IDENTIFICATION |  |
| DL NUMBER                                  | DL ST                     | SSN  | FBI ID           | STATE ID         |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |
| COMMENT                                    |                           |  |                  |                  |                 |                      |                      |                    |                    |                  |                       |                      |                     |  |

**LAND VEHICLES**

|                                  |                                |                             |                     |                                 |                         |                    |                     |                     |                      |
|----------------------------------|--------------------------------|-----------------------------|---------------------|---------------------------------|-------------------------|--------------------|---------------------|---------------------|----------------------|
| ENTRY NO<br><b>1</b>             | INVOLVEMENT<br><b>INVOLVED</b> | VEHICLE TYPE<br><b>AUTO</b> | YEAR<br><b>2017</b> | MAKE<br><b>CHEVROLET</b>        | MODEL<br><b>CAPRICE</b> | STYLE<br><b>4D</b> | COLOR<br><b>WHI</b> | COLOR<br><b>WHI</b> | EVIDENCE<br><b>N</b> |
| LICENSE NUMBER<br><b>CG76517</b> | STATE<br><b>SC</b>             | TYPE<br><b>CI</b>           | YEAR<br><b>9999</b> | VIN<br><b>6G3NS5U2XGL237423</b> | CUSTODY STATUS          |                    |                     |                     |                      |
| COMMENT                          |                                |                             |                     |                                 |                         |                    |                     |                     |                      |
| ENTRY NO<br><b>2</b>             | INVOLVEMENT<br><b>INVOLVED</b> | VEHICLE TYPE<br><b>AUTO</b> | YEAR<br><b>2012</b> | MAKE<br><b>TOYOTA</b>           | MODEL<br><b>CAMRY</b>   | STYLE<br><b>4D</b> | COLOR<br><b>BLK</b> | COLOR<br><b>BLK</b> | EVIDENCE<br><b>N</b> |
| LICENSE NUMBER<br><b>LDW838</b>  | STATE<br><b>SC</b>             | TYPE<br><b>PC</b>           | YEAR<br><b>2022</b> | VIN<br><b>4T1BF1FK3CU536357</b> | CUSTODY STATUS          |                    |                     |                     |                      |
| COMMENT                          |                                |                             |                     |                                 |                         |                    |                     |                     |                      |

**NARRATIVE**

On May 8, 2022, I responded to New Road and Highway 17 in reference to a County Vehicle Collision. When I arrived I observed Unit 5573, a white Caprice with heavy front end damage. The

Caprice was sitting on the dirt portion of New Road facing away from Highway 17 in the ditch. There was a black Toyota sitting in the woods just beyond the Caprice. Dep. Pelletier was transported to MUSC category 2 prior to my arrival and was wearing a seatbelt. There were three black females in the Toyota that were pronounced dead at the scene. Shanice was the driver and was wearing a seatbelt. Miranda was the front passenger and was wearing a seatbelt. Stephania was sitting in the back seat and was not wearing a seatbelt. Deputy Coroner Toto identified the three females in the Toyota. Inv. C. Wilcox and Inv. H. McElroy were on scene and photographed the incident. The Coroner's transport team along with Charleston County Rescue removed Shanice, Miranda and Stephania from the scene. Cpl. W. J. Donahue investigated for the South Carolina Highway Patrol. The Highway Patrol's case number is CHTC22CAD053429. Sgt. C. Pate responded to the scene and removed the Camera Vault and took it to Headquarters to download. The video did not capture the collision. Evidence at the scene indicates that the Toyota was south bound on Highway 17 in the number two lane. The Caprice was crossing Highway 17 on New Road and struck the driver's front side of the Toyota. Henry's towed the Caprice and I followed it to the evidence compound.

|   |   |  |
|---|---|--|
| <b>7-09 ANCILLARY TRAFFIC SERVICES</b>  |   |  |
| <input type="checkbox"/> NEW  | <input checked="" type="checkbox"/> REVISED | <input checked="" type="checkbox"/> REVIEWED |
| CALEA STANDARDS REF. NUMBERS: 61.4.1, 61.4.2, 61.4.4  |   |  |
| APPROVED:<br><br>M. Lucas, Assistant Sheriff |   |  |
|   |   | <u>11/8/2019</u><br>Date                     |

I. Purpose

To establish procedures for handling situations that have an indirect effect on traffic flow and for providing assistance to highway users.

II. Policy

It is the policy of the Charleston County Sheriff's Office to provide reasonable assistance to motorists traveling the roads and highways of Charleston County.

III. Procedure

A. General Assistance to Motorists:

1. Because of the overall danger to the stranded motorist, as well as the motorist on the roadway potentially affected by the stranded motorist, this agency will offer reasonable assistance at all times to the motorist who appears to be in need of aid. This will apply at all hours of the day; however, particularly during adverse weather conditions and nighttime hours when the hazards are greater.
2. Deputy sheriffs should be constantly alert for roadway users who appear to need assistance. Deputy sheriffs will freely provide information and directions upon request. In an effort to better serve the citizenry, deputy sheriffs should not only become familiar with the streets and services of the County, but also the various services and facilities available in the tri-county area in general. (Ref: CALEA 61.4.1)

**B. Stranded Motorists:**

1. Stranded or disabled motorists will not be neglected. Deputy sheriffs, on duty or operating their county vehicle in an off-duty status, have a responsibility to provide protection and a communication link for stranded or disabled motorist in order that needed services may be obtained. Additionally, deputy sheriffs have a responsibility to remove disabled vehicles from the roadway so that further traffic problems and the possibility of a collision are diminished. At the discretion of the deputy sheriff, the deputy may assist by physically pushing the vehicle out of the thoroughfare. Sheriff's Office vehicles are not typically equipped to push other vehicles; therefore, deputy sheriffs will not use their assigned vehicles to push another vehicle unless the vehicle is properly equipped to do so. Moreover, deputy sheriffs will not use their assigned vehicles to jumpstart other vehicles.
2. Deputy sheriffs may, at their discretion, transport stranded motorists to the nearest convenient location where assistance may be obtained. When transporting stranded motorist of a sex opposite that of the transporting deputy sheriff, deputies will give the Charleston County Consolidated 911 Center (911 Center) their starting and ending mileage.
3. Deputy sheriffs who assist stranded motorists should remain alert to the following possibilities:
  - a. the vehicle has not been authorized for use by the motorist;
  - b. the vehicle is in unsafe operating condition;
  - c. the motorist is not licensed to drive;
  - d. the motorist is incapable of safely operating the vehicle, or
  - e. the vehicle's occupants have engaged in criminal activity. (Ref: CALEA 61.4.1)

**C. Mechanical Assistance and Towing Service:**

1. Deputy sheriffs may provide assistance to motorists in obtaining tow services or mechanical assistance, if needed, by

calling for a specific wrecker service of the motorist's choice or by calling for a rotational wrecker service via the 911 Center. Deputy sheriffs will not recommend a particular towing service or mechanical assistance.

2. Deputy sheriffs may also assist by allowing the motorist to use their agency provided cellular phone to call for assistance or requesting the 911 Center contact someone (e.g., a family member, motor club service provider, etc.) on the motorist's behalf. (Ref: CALEA 61.4.1)

D. Emergency Assistance:

1. Deputy sheriffs will render all practical assistance to users of the roadway who are involved in emergency situations.
2. Vehicle Fires: Deputy sheriffs will immediately advise the 911 Center upon discovery of a vehicular fire. The location, type of vehicle, and cargo (if applicable) will be communicated to the dispatcher. The 911 Center will, in turn, notify the fire department of these facts so that an appropriate response is directed.
3. Medical Emergencies:
  - a. Notification: Upon discovery of a medical emergency, the deputy sheriff will request Emergency Medical Service (EMS) response. When requesting EMS, the type of emergency, location, condition of patient, and any other information available regarding the emergency will be communicated to the dispatcher.
  - b. Assistance: After notifying the 911 Center of the emergency, deputy sheriffs will render such first aid assistance as the deputy is trained to provide. (Ref: CALEA 61.4.1)

E. Hazardous Roadway Conditions:

1. Hazardous highway and/or environmental conditions are defined as:
  - a. defects in the roadway itself (e.g., holes, ruts or dangerous shoulders);

- b. lack of, or defects in, highway safety features (e.g., center and roadside striping and reflectors) or improper, damaged, destroyed or visually obstructed traffic control and information signs;
  - c. lack of traffic control and information signs (e.g., curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification), or improper, damaged, destroyed, or visually obstructed control or information signs;
  - d. lack of mechanical traffic control devices or improperly located or malfunctioning traffic control devices;
  - e. lack of roadway lighting systems or defective lighting systems;
  - f. natural or man-caused obstructions (e.g., fallen trees, rocks, litter debris, parts of vehicles, broken water mains and electrical wires);
  - g. water, ice or snow accumulations on roadway surfaces;
  - h. fire and its attendant smoke in areas adjacent to the roadway; and,
  - i. vehicles parked or abandoned on or near the roadway.
2. The term "roadside hazard" will refer to all physical features of the roadside environment which are such that a vehicle leaving the road surface for any reason, even momentarily, could impact with them, resulting in injury to persons or damage to property. Roadside hazards included in this definition are:
- a. rigid, non-yielding supports for traffic control devices and lights, or the non-performance of safety installations (e.g., break away sign supports that fail to function properly);
  - b. improperly engineered guard rails;
  - c. unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway;

- d. bridge abutments and other hazardous fixed objects built off the roadway and into which a vehicle might crash with high probability of injury; and,
  - e. utility poles, trees, ditches, inappropriately steep banks, culverts, rock formations, and other fixed objects and features of the roadside environment which do not provide adequate stopping distance for a vehicle leaving the roadway.
3. The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside or environmental conditions:
- a. When a hazard is identified and in the deputy sheriff's opinion, such hazard requires immediate correction (e.g., a fallen tree or electrical wire on any part of the traveled portion of a roadway), the deputy will immediately inform the 911 Center of the situation and identify the assistance or special equipment required. The deputy sheriff will protect the scene, bystanders, and direct traffic or take other action to correct the situation as deemed necessary.
  - b. When a hazard is detected that represents a potential accident situation but the threat of such is not imminent, as in the case of a discarded muffler in the roadway, and the deputy sheriff can correct the situation, the deputy will take appropriate action.  
(Ref: CALEA 61.4.2)

**F. Hazardous Materials:**

**1. Background:**

- a. A hazardous material is defined as any element, compound, or combination thereof which is flammable, corrosive, explosive, toxic, radioactive, an oxidizer, or is highly reactive and which, because of handling, storing, processing, and packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment, and/or the environment.
- b. Radioactive materials are in current use in hospitals, research laboratories, and numerous industrial and military applications and are transported throughout

the state by truck, rail, air, and waterborne transportation.

- c. In addition, numerous hazardous materials are transported throughout the state every day. While many of these are in common use, accidents or spills present a serious threat to the health and safety of the general public, especially the deputy sheriff who happens to be first on the scene.
- d. Many accidents and other emergencies involve more than one agency and require a cooperative emergency response. It is of extreme importance for all deputy sheriffs to be aware of what action they should take during emergencies involving hazardous materials.

2. Procedure

a. Radioactive Material:

- (1) Complete information concerning the incident will be forwarded to the 911 Center by the quickest means available. This information will include:
  - (a) basic description (e.g., explosion, fire, etc.);
  - (b) exact location; and
  - (c) if possible, all information contained on the Interstate Commerce Commission (ICC) label(s).
- (2) Upon being notified of any actual incident, the 911 Center will notify the fire department and appropriate state and/or federal agencies.

b. Atomic Weapons:

When it is believed that an accident or incident has occurred involving an atomic weapon (or weapon component) or radioactive material that can be identified with a military service, the 911 Center will, in addition to the notification specified in subparagraph F.2.a.(2) supra, request assistance from the appropriate military service component.

- c. Hazardous Material:
- (1) First, and most important, is the identification of shipments considered hazardous. This is usually accomplished directly or indirectly by descriptive data in shipping documents, on containers, package labels, and vehicle placards.
  - (2) If this information is not readily obtainable due to an incapacitated driver, destruction of a bill of lading or other shipping papers, the 911 Center or the deputy sheriff will immediately contact the Chemical Transportation Emergency Center (CHEMTREC) at 800-424-9300. CHEMTREC provides technical expertise in handling hazardous material emergencies. They can also provide additional phone numbers for other type emergencies, such as for accidental poisoning.

When in doubt, the 911 Center should immediately contact CHEMTREC. The basic information needed is:

- (a) name of caller and callback number;
  - (b) location of the problem;
  - (c) shipper or manufacturer;
  - (d) container type;
  - (e) rail car or truck number;
  - (f) carrier name;
  - (g) consignee; and
  - (h) local conditions.
- (3) In the case of hazardous material incidents (e.g., spill, leak, fire, etc.), deputy sheriffs will isolate the hazard area, avoid exposure to the material, establish a safe perimeter, evacuate non-essential personnel, and make a preliminary hazard

identification using their issued Hazardous Materials Guidebook.

G. Traffic Safety Educational Materials:

The Charleston County Sheriff's Office Traffic Services Unit will be responsible for maintaining educational materials on traffic safety. These materials will be made available to the public at the Sheriff's Office and at appropriate programs sponsored by the Sheriff's Office.

(Ref: CALEA 61.4.4)

|  |                           |
|--|---------------------------|
| <b>4-09 COMMUNICATIONS</b>   |                           |
| <input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input checked="" type="checkbox"/> REVIEWED  |                           |
| CALEA STANDARDS REF. NUMBERS: 81.1.1, 81.1.2, 81.2.1, 81.2.2, 81.2.3, 81.2.4, 81.2.5, 81.2.6, 81.2.7, 81.2.8, 81.2.9, 81.2.10, 81.2.11, 81.2.12, 81.2.13, 81.3.1, 81.3.2, 81.3.3, 81.3.4, 82.1.5 |                           |
| APPROVED:<br><br>_____<br>M. Lucas, Assistant Sheriff   | <u>10/24/2017</u><br>Date |

I. Purpose

To establish the Charleston County Sheriff's Office routine and emergency communications function.

II. Policy

To serve the community, the Charleston County Sheriff's Office must have the capability to take information from the public and deliver it quickly, accurately and efficiently to officers in the field. The agency's system shall operate such that this information is delivered from the public to field units in a professional manner.

III. Procedure

A. Charleston County Consolidated 9-1-1 Center (911 Center)

1. The 911 Center functions as a department of Charleston County. The Director oversees the day-to-day operations.  
(Ref: CALEA 81.1.1)
2. The 911 Center handles radio (mobile and portable) and telephone communications, providing 24-hour coverage.  
(Ref: CALEA 81.2.2)

3. The duties of the 911 Center include, but are not limited to, the following primary responsibilities:
  - a. answering all emergency and non-emergency calls and obtaining essential information from callers in order to appropriately handle each call;
  - b. receiving and dispatching a response to alarms programmed to call this agency;
  - c. dispatching, coordinating, and monitoring radio communications for deputy sheriffs and other law enforcement, emergency and public safety personnel;
  - d. monitoring deputy status, to include periodic checks on field personnel;
  - e. obtaining and providing information needed by field personnel;
  - f. entering necessary information into the Computer Aided Dispatch (CAD) System; and
  - g. accomplishing all required transactions of the local, state, and federal computer systems pertaining to NCIC in reference to monitoring, accessing, or disseminating information as set forth by local, state, and federal regulations. Specifically, the 911 Center is responsible for the following transactions: initiating and responding to hit confirmations and entering, updating, clearing, canceling, locating, and querying the local, state, and federal computer systems. (Ref: CALEA 81.2.8)
4. Dispatchers are authorized to give emergency first aid instructions to callers until emergency medical personnel arrive on scene. (Ref: CALEA 81.2.13)

B. Security Measures:

1. In order to ensure the security of the communications function, and related equipment and personnel, the 911 Center is located in a secure facility with limited, controlled access. (Ref: CALEA 81.3.1 item *b*)
2. Access to the 911 Center is restricted to authorized personnel. Approved visitors must be escorted. (Ref: CALEA 81.3.1 item *a*)
3. Security of the transmission lines, antennas, and power sources are provided through the Charleston County Radio Communications Department. (Ref: CALEA 81.3.1 item *d*)

C. National Crime Information Center (NCIC):

1. NCIC terminals giving the agency access to all local, state, and national law enforcement agencies that are on line with the NCIC system are maintained in the 911 Center and other locations in the Sheriff's Office. (Ref: CALEA 81.2.8)
2. Adequate physical security will be provided to all NCIC terminals to protect against any unauthorized access to the computer equipment or stored data.
3. All NCIC operators will be NCIC certified within six months of assignment and successfully complete reaffirmation every two years.
4. Criminal History Record Information (CHRI) will be released under the guidelines established in U.S. Department of Justice regulations (28 Code of Federal Regulations, Part 20) with regard to dissemination, completeness, accuracy, audits, security requirements, access, and review.
  - a. NCIC information will only be used for authorized purposes. Disclosing information to an unauthorized source or failure to follow NCIC procedures is subject to disciplinary action and possibly criminal prosecution.

- b. A fax machine may be used to transmit CHRI provided both agencies involved have an ORI (Originating Agency Identifier) authorized to receive this information. Magistrate's offices have authorized ORIs. Substations are included under the agency's ORI. The requester should be notified prior to transmitting the information via fax.
    - c. CHRI may only be transmitted over the radio if the safety of the deputy sheriff or the general public may be affected.
5. All hit confirmations will follow NCIC 2000 hit confirmation procedures as mandated in the NCIC manual within the required time frames as set forth by the FBI.
  - a. The NCIC operator will determine what priority to use.
  - b. Urgent hits will be answered within ten minutes. The hit is urgent when the subject is present.
  - c. Routine hits will be answered in one hour.
  - d. Initial confirmations handled by telephone require an NCIC response for documentation purposes as soon as possible.
6. NCIC documentation produced in any transaction will be safeguarded against unauthorized access or use.
7. The 911 Center will forward all teletypes to the Criminal Records Division for dissemination. All transactions will include the requester's and dispatcher names along with the case number.
8. All teletypes associated with threats of terrorism received by the 911 Center will be handled as follows:

- a. Non-emergency teletypes provided for general information will be forwarded to Patrol and the Counterterrorism Coordinator for dissemination.
- b. The Patrol supervisor and the Counterterrorism Coordinator will be immediately notified of teletypes recommending general law enforcement action or precautions. The Patrol supervisor is responsible for determining necessary actions to be taken. If the Patrol supervisor directs the dispatcher to BOLO the information, standard BOLO protocol will be followed. Additionally, the dispatcher will write BOLO, the name of the Patrol supervisor contacted and the dispatcher's name and operator number on top of the teletype. If the 911 Center is directed not to BOLO the information, the dispatcher will write FYI, the name of the Patrol supervisor contacted and the dispatcher's name and operator number on the top of the teletype. Copies of teletypes will be forward to Patrol Operations and Counterterrorism Coordinator.
- c. Teletypes or information of an emergency nature that requires an immediate law enforcement response or identifies a specific, credible threat will be treated as a "crime in progress" or, if indicated, as a "bomb threat." The call will be immediately dispatched and the Patrol supervisor notified. The Patrol supervisor will determine and make the appropriate notifications. The dispatcher will write the Patrol supervisor's name, the dispatcher's name and operator number and any action taken on the top of the teletype and forward all information to Patrol Operations and Counterterrorism Coordinator.

**D. Telephone Access:**

1. The 911 Center monitors two separate telephone lines. One line is for emergency telephone calls and the other is for non-emergency calls.
2. The 911 Center utilizes the Enhanced 911 emergency telephone system. All emergency telephone calls in the

unincorporated areas of Charleston County route through this toll free line.

3. The non-emergency line is used for routine, administrative, or outgoing calls. Additionally, citizens in Edisto, Awendaw and McClellanville have toll free access to the agency by dialing (866) 202-1700.
4. Non-emergency calls received on 911 that would cause the citizen to call back with a long distance charge will be transferred to an administrative line.
5. Telecommunication Devices for the Deaf (TDD) are available on calls received on both lines. (Ref: CALEA 81.2.1)

E. Cellular Telephone Usage:

1. Cellular phones are provided for those situations considered essential to Sheriff's Office business.
2. Cellular phones are prohibited in the Detention Center, except in the Administrative Section.
3. In court, agency personnel will turn cellular phones and other electronic devices to silent mode.
4. Use of cellular phones will not interfere with the safe operation of Sheriff's Office vehicles.
5. Unless otherwise directed, agency cell phones will be left on at all times and should be easily accessible to assigned personnel. Agency cell phones will be used in moderation in order to efficiently and effectively accomplish Sheriff's Office business. Supervisors will set up parameters for appropriate cell phone use and are responsible for monitoring all agency cell phone use within their scope of authority.
6. Limited use of cellular phones for personal calls is authorized with reimbursement required upon receipt of the telephone bill.

- a. The Records captain will distribute cellular phone bills to staff members who will assure distribution within their department.
  - b. The employee will indicate on the *Cellular Telephone Reimbursement form (CCSO form-304)* all personal phone calls and roaming charges for personal calls. The employee should report any suspicious charges that may indicate problems such as cloning.
  - c. The *Cellular Telephone Reimbursement form (CCSO form-304)*, cellular phone bill, and full reimbursement for personal charges will be forwarded to the employee's immediate supervisor.
  - d. Supervisors will review cellular phone bills to ensure compliance with agency directives, monitor usage, and ensure correct reimbursement.
  - e. Cellular phone bills will be reviewed through the chain of command and returned to the Records captain who will monitor agency usage.
  - f. The Records captain will submit collected payments to Finance.
7. Cellular phone numbers will not be given out routinely to the public unless it is specifically related to the agency's mission.
  8. Personnel with Verizon service cellular phones will use the #COP (267) function whenever possible to conduct agency business with the 911 Center. The #COP function may not be used to connect to any number except the 911 Center.
  9. Deputy sheriffs should attempt to make as many phones calls as possible without 911 Center assistance.

(Ref: CALEA 81.2.9)

**F. Office Phones:**

1. Limited personal use of agency office phones and fax lines is authorized with reimbursement for any long distance charges required upon receipt of the telephone bill.
2. Supervisors will:
  - a. distribute monthly phone bills to personnel for review of the charges;
  - b. ensure payment from personnel for any personal long distance charges is submitted to the Records captain for submission to Finance; and
  - c. monitor assigned personnel's phone usage to ensure compliance with agency directives.
3. Any long distance toll calls made through the 911 Center will require the caller to inform the telecommunicator of the number to be connected, the reason for the call, and the agency or person called. The dispatcher will log the phone call.

**G. Home Telephones:**

1. Employees are required to have a working telephone so that the Sheriff's Office will be able to contact them. Cellular phones are acceptable as long as they are on at all times.
2. It is incumbent upon employees to ensure that the Sheriff's Office has current contact number information. For Law Enforcement personnel, this would be 911 Center and the Sheriff's Office Human Resources. The Sheriff's Office must have the current telephone number and address so the employee may be contacted in case of an emergency.

**H. Obtaining and Recording Information for Calls for Service:**

1. Calls for service are generated by telephone calls from citizens, walk-ins to the Sheriff's Office, e-mails, written requests for

service, teletypes, as well as calls initiated or received by deputy sheriffs.

- a. All calls for service, to include those initiated by deputy sheriffs will be transmitted over the radio and will not be conveyed by telephone.
  - b. An exception to this requirement is extremely sensitive information that may seriously compromise the disposition or outcome of the call if transmitted over the radio. The decision not to transmit a call over the radio will be made by a Patrol supervisor or Command Staff and documented in the CAD with the dispatcher's name and operator number and the directing supervisor's name.
2. As information is obtained, dispatchers will enter it into the CAD system. CAD automatically assigns an incident number to all entries and captures the date and time the call for service is entered.  
(Ref: CALEA 81.2.3 items *a* and *b* and 82.1.5)
  3. The dispatcher will also obtain and record, to the extent possible, all other information required by CAD, to include:
    - a. name, address, and telephone number of complainant;
    - b. type of incident(s) reported; and
    - c. location of incident reported.
  4. When the call is ready to be dispatched, the dispatcher will obtain and record all information required by CAD, which automatically records the time these transactions occur, to include:
    - a. time of dispatch;
    - b. identification of deputy sheriffs assigned as primary or back-up units;

- c. arrival of responding units;
  - d. return to duty of responding units; and
  - e. disposition or status of the incident.  
(Ref: CALEA 81.2.3 items c thru j)
5. All BOLO's, except those received via NCIC, will be entered into the CAD with a specific nature and dispatched as a call for service.
6. If the 911 Center receives a call for an emergency service that is outside the agency's primary patrol area, the dispatcher will:
- a. collect all pertinent information and contact the appropriate agency; or
  - b. collect all pertinent information, transfer the caller to the appropriate agency while remaining on the line and advising the receiving agency that the Sheriff's Office is transferring the call and providing the receiving agency with any necessary information. If possible, the dispatcher should remain on the line to assure that no further assistance from this agency is needed.
7. In the event that a call is received from a cellular phone regarding an incident that is outside the agency's primary patrol area, but may enter the agency's patrol area or jurisdiction, a call for service will be generated. A BOLO will also be broadcast in the event agency personnel are able to assist.
- I. Radio System:
- 1. The Sheriff's Office utilizes an 800 MHz radio system that is maintained by Charleston County's Radio Communications Department. The 800 MHz radio system is administered by the 911 Center.

2. The radio system allows access to various public safety agencies within the Charleston area and is capable of two-way operations on the state regional radio frequency, inclusive of accessing Law Enforcement Common (State Mutual Aid).  
(Ref: CALEA 81.2.2 and 81.3.3)

J. Radio Communications:

1. Radio transmissions will be as professional, concise and complete as possible. At no time will members of the Sheriff's Office misuse or disrupt the radio system by transmitting unauthorized messages or dispatching false calls.
2. A current copy of applicable Federal Communications Commission (FCC) procedures and requirements are maintained in the 911 Center. All radio communications conducted by the Sheriff's Office will be in accordance with FCC regulations.  
(Ref: CALEA 81.1.2)
3. When transmitting on Sheriff's Office frequencies, deputy sheriffs and the 911 Center will utilize plain talk language with the exception of the following designated Codes:
  - a. Code O – Caution
  - b. Code 1 – Normal response
  - c. Code 2 – Silent response, no lights or siren
  - d. Code 3 – Emergency response, use of lights and siren
  - e. Code 10 – Off-duty, personal use of county vehicle
  - f. Code 32 – Subject with a gun
  - g. Code 42 – Subject with a knife
  - h. Code 46 – Deputy sheriff in trouble, respond at once
  - i. Code 96 – Mental subject

- j. Code 99 – Wanted person or warrant on file, also a “hit” on an article, auto, etc.
4. On duty deputy sheriffs, depending on assignment, have access to mobile or portable radio equipment. They are responsible for maintaining contact with the 911 Center during their tour of duty. (Ref: CALEA 81.2.2)
  5. Call numbers are assigned by the Logistics sergeant. These numbers are to be utilized during radio transmissions for identification purposes.
    - a. Transmitting units will begin radio transmissions by announcing their call number, followed by the call number(s) of the unit(s) being contacted. Deputy sheriffs transmitting to the 911 Center will announce their call number and will refer to the 911 Center as “Dispatch”.
    - b. Responding units and the 911 Center will utilize call numbers when acknowledging receipt of a transmission. When called by the 911 Center, responding deputy sheriffs will also provide their current location. (Ref: CALEA 81.2.4 item c)
  6. Deputy sheriffs will advise the 911 Center:
    - a. when beginning and ending tour of duty;
    - b. when acknowledging a call;
    - c. upon arrival at the scene of an incident;
    - d. when returning to service;
    - e. to report incidents or conditions;
    - f. when making vehicle, pedestrian, or suspect stops;

- g. when assisting motorists;
  - h. of their status if on a call for an extended period of time;
  - i. when exiting the vehicle;
  - j. when off duty, using the assigned vehicle for personal use, and
  - k. when performing an off duty assignment authorized by the Sheriff's Office. (Ref: CALEA 81.2.4 items *a* and *b*)
7. When a unit is dispatched on a call, the exact location, nature of the call, and any other pertinent information to include available cautions or warnings will be transmitted to the responding deputy sheriff.
8. Deputy sheriffs will acknowledge receipt of the call; advise when they are enroute and method of response, such as Code 1, 2, or 3.
- a. The decision as to the appropriate method of response will be made by the responding deputy sheriff, not by the dispatcher and will be in keeping with applicable policy and state law.
  - b. Supervisors are responsible for monitoring call assignments, ensuring that the method of response is appropriate, and modifying methods of response as necessary.
  - c. Dispatchers are responsible for entering response codes as well as any changes to the method of response, into CAD.
9. Emergency Status:
- a. The 911 Center will clear the channel of all unrelated radio traffic during a critical incident or while trying to ascertain the status or well being of a non-responsive

- unit. During emergency radio status, other deputy sheriffs working the channel should refrain from unnecessary transmissions or switch to another channel to relay information to the 911 Center.
- b. In addition to verbally clearing the channel during an emergency, the dispatcher will activate the audible channel marker indicating emergency radio traffic only related to the critical incident. The audible channel marker will automatically be activated every 10 seconds.
  - c. The channel will remain in emergency status until the situation is under control, a determination is made that the safety of those involved are no longer in question, or when advised to lift the emergency status by the responding deputy sheriff or a supervisor.
  - d. Deputy sheriffs are prohibited from deliberately activating false emergency alerts.  
(Ref: CALEA 81.2.4 item g)
10. When it becomes necessary for a deputy sheriff to communicate with a different agency by radio, the following procedures will be used:
- a. The deputy sheriff will advise the 911 Center that they will be switching to another channel.
  - b. All radio procedures will be adhered to while on another agency's frequency. (Ref: CALEA 81.2.4 item d)
11. The dispatcher will conclude radio transmissions by announcing the time.
12. If the call for service requires that a report be written, the primary deputy sheriff must request an OCA number from the dispatcher.  
(Ref: CALEA 82.1.5)

K. Criteria to Determine Number of Sworn Personnel Dispatched:

1. A single unit will generally be dispatched to handle routine calls for service.
2. Some calls may require additional units to be dispatched in order to facilitate the handling of the call or to ensure the safety of personnel on the scene. Calls requiring two or more units would include the following:
  - a. an assault on a deputy sheriff, or a deputy sheriff call for assistance;
  - b. any crime in progress;
  - c. an on scene arrest for a violent crime;
  - d. calls for service involving locations or persons where the use or potential use of weapons or violence might exist;
  - e. domestic situations;
  - f. calls for service where there exists a need to search the area for suspects, evidence, missing persons, etc;
  - g. use of force incidents;
  - h. alarms;
  - i. calls for service involving unsecured premises;
  - j. calls for service involving intoxicated, disorderly, or mentally ill persons;
  - k. any call where, in the judgment of the telecommunicator, deputy sheriff, or supervisor, there exists a need to send two or more units.

(Ref: CALEA 81.2.4 item e)

3. When multiple units are dispatched on a call for service that involves a search, one unit should respond directly to the scene while other unit(s) patrol the area or establish a perimeter.
4. On any call for service involving multiple units, those additional units are expected to clear the scene as soon as it has been determined that their presence is no longer needed.

L. Supervisory Presence on Scene:

1. The dispatcher will ensure that the duty supervisor is notified of incidents involving situations that require the on scene presence of the duty supervisor, or others, in order to assume command, conduct preliminary investigations, and/or otherwise give direction. These incidents would include, but are not limited to:
  - a. use of force situations resulting in injury, or use of a specialized weapon such as the TASER;
  - b. accidents involving Sheriff's Office vehicles;
  - c. calls for service involving serious injury or death;
  - d. high profile arrests;
  - e. complaints concerning questionable conduct by a member of the Sheriff's Office;
  - f. vehicular pursuits;
  - g. the discharge of a firearm;
  - h. the on duty injury of a Sheriff's Office employee; or
  - i. hostage or barricaded suspect situations.

2. A deputy sheriff can request the presence of the duty supervisor on any scene where the supervisor's involvement might be needed. (Ref: CALEA 81.2.4 item f)
- M. 911 Center Access to Agency Resources:
1. On duty patrol supervisors will ensure that they are available to 911 Center personnel in the event their assistance is needed.
  2. Copies of the current personnel roster and after hour call out schedules are maintained in the 911 Center and are accessible to all dispatchers.
  3. Personnel information: name, address, home phone number, work phone number, cellular phone number, emergency contact information, and other applicable points of contact is maintained in the agency computer system and in hard copy format on all Sheriff's Office employees, and can be accessed by all 911 Center personnel. This information will be updated as changes occur by the agency's Human Resources Office and the 911 Center.
  4. Charleston County Road Atlases are kept in the 911 Center and are available to all personnel. Additionally, the CAD system contains mapping software.
  5. Deputy sheriff status information is maintained in CAD. The system reflects the current status of all units who have signed in on the radio through the 911 Center. In addition to providing the 911 Center with a listing of available personnel, the system provides the location of units who are out on calls, the nature of those calls, and the time the unit(s) checked out. This allows the dispatcher to monitor unit activity thereby enhancing deputy sheriff's safety. (Ref: CALEA 81.2.4 item b)
  6. The 911 Center has a listing of available emergency service agencies and their phone numbers. Many of the phone numbers are programmed into the phone or agency computer system for immediate access. Current printouts of these

phone numbers are maintained in the 911 Center in the event of a CAD failure.

7. A current copy of the Charleston County Emergency Preparedness Division (EPD) Red Book is maintained in the 911 Center. Personnel are trained by EPD on their duties and responsibilities, as outlined in the manual, in the event of a natural or man made disaster or other unusual occurrence. The manual serves as a reference and outlines the specific duties, responsibilities, and key personnel for each agency in a disaster or emergency situation.

(Ref: CALEA 81.2.5 items *a* thru *g*)

8. The 911 Center has primary responsibility for manning phones for the Emergency Communications Network (ECN) and the National Warning System (NAWAS).
9. The 911 Center will activate the Pager Alert Warning Network (PAWN) at the direction of the EPD Duty Officer. The EPD Duty Officer should request to speak to the Shift Supervisor to authorize the PAWN activation. The PAWN Operations Plan will be adhered to.

N. Tactical, Disaster, or Emergency Resources:

1. Tactical and specialized units are available for call out response 24 hours a day, seven days a week.
2. These units provide support to the Sheriff's Office and are available to assist other local, state, and federal public safety agencies as requested through and approved by the patrol supervisor. The patrol supervisor will determine and make the appropriate notifications.
3. Upon notification of a water related emergency, such as a missing boater, bridge jumper, possible drowning, etc., the dispatcher will immediately notify both the Marine Patrol and the Coast Guard.

- O. Dispatching Plans (Tactical and Non-tactical):
  - 1. Disconnected 911 Calls:
    - a. If a 911 call is disconnected, the dispatcher will attempt to re-establish contact with the caller. If contact with the disconnected number is re-established, the dispatcher will not advise the party on the phone that units are responding unless it is necessary to reassure a victim.
    - b. A deputy sheriff will be dispatched to investigate and verify information on all disconnected 911 calls, regardless of whether or not contact is re-established with the caller. When the 911 Center is advised that the deputy sheriff is on scene, the dispatcher will clear the radio channel of all but emergency radio traffic if necessary and monitor the situation.
    - c. The 911 Center will also dispatch deputy sheriffs to investigate open lines, repeated hang up calls, and when it appears that children are playing on the phone.
  - 2. Crimes In Progress, Hold-Up and Panic Alarms:
    - a. When the 911 Center is notified of a crime in progress, a hold up alarm or panic alarm, the dispatcher will sound a "tone" prior to broadcasting the information and request any available units identify themselves and respond. The on duty supervisor will be advised of the call.
    - b. The dispatcher will attempt to maintain contact with the complainant and will advise responding personnel of any additional information received.
    - c. The dispatcher will monitor transmissions made by responding units, repeating information as necessary.
    - d. As units arrive on the scene, the dispatcher will order the radio cleared except for emergency transmissions.

- e. Unless circumstances dictate otherwise, units on the scene will direct the dispatcher to telephone the incident location.
- f. The dispatcher placing the call will attempt to ascertain the identity and status of the individual who answers the phone. Depending on the response received, the dispatcher will identify themselves, advise that an alarm has been activated, and inquire as to whether or not a problem exists at the incident location.
- g. If the individual indicates that the situation is safe, the dispatcher will request that the individual step outside and meet with responding deputy sheriffs. The dispatcher will obtain the race, sex, clothing description, and identity of the individual who will be meeting with responding deputy sheriffs. The dispatcher will then advise responding deputy sheriffs that everything appears to be okay at the incident location, according to the telephone call, and will provide the description of the individual who will be stepping outside.
- h. If the dispatcher does not receive an answer when the phone call is made or the line is busy, deputy sheriffs at the scene will be advised.
- i. If the dispatcher calls the incident location and receives any indication that something is wrong, that information will be immediately conveyed to responding units and the dispatcher will try to obtain additional information, such as what is happening, who is involved, description of suspects and weapons, etc. that would help responding units. Critical information should be transmitted to responding units as it is obtained.
- j. When it appears that something is wrong at the incident location, the dispatcher will attempt to keep the caller on the line until units arrive at the scene and will advise

responding units of applicable information received or obtained from the caller. (Ref: CALEA 81.2.5 item *g*)

3. Other Alarms:
  - a. Commercial alarm companies who monitor alarms are responsible for contacting the 911 Center to request agency response.
  - b. The 911 Center will dispatch available units to respond.
  - c. When advised of the deputy sheriff's arrival, the dispatcher will monitor the situation and clear the radio channel of all but emergency radio traffic.
  - d. Dispatchers will provide information as requested by units at the scene, including notification of a key holder when applicable.
  - e. Dispatchers will handle an alarm to a business that occurs during probable business hours as a hold up alarm and procedures outlined for hold up alarms will be followed. (Ref: CALEA 81.2.5 item *g* and 81.2.12)
  - f. The Patrol Supervisor will report excessive or nuisance alarms to the Community Affairs Unit.
4. Emergency Messages:
  - a. The delivery of emergency messages is a legitimate law enforcement function and will be handled as a call for service.
  - b. Any emergency situation that requires a law enforcement notification because of distance, the need for timely delivery, unavailability of telephone service, or when there is an indication that the person receiving the message may be adversely impacted by the message and require assistance qualifies for emergency message delivery.

- c. Death notifications are made by the Charleston County Coroner's Office when the death occurs in Charleston County.
  - d. The patrol supervisor or designee, a Coastal Crisis Chaplain, or victim advocate will coordinate with outside agencies via telephone or teletype to arrange death notifications of next-of-kin for incidents occurring outside Charleston County. (Ref: CALEA 81.2.10)
5. Misdirected Emergency Calls:
- a. A telecommunicator receiving a call for an emergency service that this agency does not normally provide or that is outside this agency's primary area of patrol will:
    - 1. Collect all pertinent information, transfer the caller to the appropriate agency and provide the receiving agency with any necessary information. The telecommunicator should remain on the line, if possible, to assure that no further assistance from this agency is needed; or
    - 2. collect all pertinent information and contact the appropriate agency.
    - 3. Dispatch available first responder units on calls involving medical emergencies while routing the call to the proper destination and monitoring the call to provide the first responder pertinent information; and
    - 4. notify the appropriate supervisor(s) once the call has been routed to its proper destination, if the call involves a law enforcement emergency in a neighboring jurisdiction or in an incorporated section of Charleston County.
  - b. Most misdirected emergency calls through the 911 system can be transferred to the appropriate agency through a one button transfer.

- c. Any emergency call received on the non-emergency number will be handled as a 911 call.  
(Ref: CALEA 81.2.11)
  - d. When misdirected, non-emergency calls are received by the 911 Center, they will provide the caller with the telephone number of the appropriate service provider, if possible.
  - e. Personnel who receive a misdirected emergency call will take all necessary information and either transfer the call to the 911 Center, remaining on the line to ensure that the transfer is successfully completed, or immediately relay the necessary information to the 911 Center or the appropriate supervisor.
6. Victim/Witness Calls for Information/Services:
- a. The dispatcher must judge whether the characteristics of a call from a victim or witness necessitates an emergency or non-emergency response. The following circumstances are indicative of an emergency situation and would necessitate the immediate response of a deputy sheriff:
    - 1. an assault has occurred or is likely to occur;
    - 2. any of the parties involved are armed;
    - 3. any of the parties involved have made threats of physical harm against other involved parties;
    - 4. there are sounds of violent activity or cries for help;
    - 5. impaired driving that places the public in imminent danger; and

6. any other factors that the dispatcher perceives to indicate that an emergency situation exists or is likely to exist.
  - b. Calls which are not indicative of an emergency situation will be handled as a non-emergency situation unless the situation escalates into an emergency. Non-emergency calls may be handled by dispatching an available unit or by referring the caller to the OD.  
(Ref: CALEA 81.2.6 item a)
  - c. The dispatcher will inform the victim and/or witness of the agency's response as follows:
    1. a unit will be dispatched to the location where assistance is needed;
    2. the victim and or witness will be put in contact with the OD via telephone; or
    3. the caller will be referred to the appropriate service agency if the situation is not normally handled by the Sheriff's Office.
  - d. In the event the caller requests a deputy sheriff for a situation not normally handled by a deputy sheriff, the dispatcher will refer the call to the appropriate patrol supervisor.
  - e. Dispatchers may refer victims/witnesses to appropriate law enforcement services or other service agencies as needed. The CAD system contains the telephone numbers of numerous community service organizations.  
(Ref: CALEA 81.2.6 item b)
7. Reviewing Recorded Information:
- a. The dispatcher has the capability for immediate playback of telephone and radio conversations, to include the 911 system.

- b. Any 911 call, administrative telephone call, or radio transmission monitored by the 911 Center is recorded. Telephone and radio files are maintained for a period of at least 90 days before being erased.  
(Ref: CALEA 81.2.7 item a)
- c. All files are secured in the 911 Center and access is restricted to supervisory personnel assigned to the 911 Center. Recording files requested for evidentiary purposes will be maintained in a separate secure locker.  
(Ref: CALEA 81.2.7 item b)
- d. Requests for copies of recording files should be made directly to the 911 Center Manager. Any release of copies of recording files will be in accordance with agency, local, state, and federal policy.  
(Ref: CALEA 81.2.7 item c)

8. Alternative Reporting:

- a. Calls for service that do not require the presence of a deputy sheriff and can be effectively handled over the telephone may be referred to the OD in order that citizens can file *Incident Reports (CCSO forms 100-103)* by telephone. Examples of the types of calls that could be handled over the telephone include, but are not limited to:
  - 1. thefts;
  - 2. stolen vehicles;
  - 3. threatening, obscene or harassing phone calls;
  - 4. patrol area requests;
  - 5. breach of trust;
  - 6. lost property; and

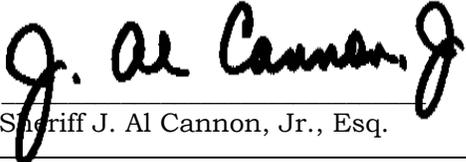
7. vandalism.
  - b. If the OD determines that a call requires an on scene deputy sheriff, the call will be transferred back to the 911 Center.
  - c. The OD is available to take reports from citizens who come to Headquarters to personally file reports.
  - d. Incidents received or reported by mail or e-mail will be referred to the appropriate unit of the Sheriff's Office for handling. (Ref: CALEA 82.2.5)
9. Back-up Resources:
  - a. Back-up generators at the 911 Center provide sufficient power to maintain critical radio, computer and telephone operations in the event of a failure of the primary power source. A documented inspection and test of the generator is completed at least monthly for the 911 Center and Headquarters or in conformance with manufacturer recommendations. Inspections will be accomplished by Charleston County General Services. The back-up generator will be tested or operated under full load at least once a year. (CALEA 81.3.2)
  - b. In the event of a CAD failure, the 911 Center will revert to a manual card system.
  - c. Back-up resources in the 911 Center include redundant radio consoles, telephones, 911 phones, portable radios, and cellular telephones. (Ref: CALEA 81.3.1 item c)
  - d. The 911 Center will maintain an evacuation plan. When an evacuation of the 911 Center is announced, the on duty North Patrol supervisor will respond to the 911 Center and assure that available units respond as necessary.

- P. Agency employees will not engage in any activities or personal business that would cause them to neglect or be inattentive to duty. Participation in contests, request lines and like activity is prohibited during an employee's duty hours or on agency equipment. Internet use during an employee's duty hours or on County property is restricted to job-related duties and functions.
- Q. Any abuse of the agency's communications system is subject to disciplinary action.
- R. An *Incident Report (CCSO form 100-103)* will be accomplished for any lost or stolen agency portable radio or cellular phone with a copy forwarded to the Records captain. The Records captain or designee will notify Charleston County Radio Communications, as necessary. If a portable radio is lost or stolen after regular business hours, the employee will notify the 911 Center to assure that the integrity of agency communications is not compromised. If a cell phone is lost or stolen after regular business hours, the employee will notify the 911 Center, who will notify the cell phone provider.
- S. Evacuation Plan:
1. If the 911 Center is evacuated for any reason:
    - a. Dispatchers will broadcast on the North, West and any other channels in use by agency personnel that the 911 Center is evacuating. Dispatchers should relay all critical information in order that responding units can determine if an emergency response is needed and how many units should respond.
    - b. The 911 Center will direct deputy sheriffs to clear all channels for all but essential transmissions and may direct deputy sheriffs to switch to a single channel. The channel(s) will remain in emergency status until the situation is under control.
    - c. The shift supervisor will ensure that the Patrol supervisor is advised that the 911 Center is evacuating.

- d. The first responding unit will evaluate the situation and alert other responding units as needed to existing conditions. Incident Command will be established if necessary.
  - e. Dispatchers will pick up flashlights, portable radios, cell phones, the evacuation box and any essential personal items.
  - f. The shift supervisor will assure that all personnel assigned to the 911 Center exit the building through the nearest safe stairwell. All doors should be closed after personnel exit through them. The shift supervisor will conduct a room sweep, ensuring that all personnel are out of the restrooms, computer rooms, kitchen, and situation room.
  - g. All personnel will meet in a designated area in front of the building unless directed otherwise. The shift supervisor will assure that all personnel assigned to the 911 Center are accounted for.
  - h. Sheriff's Office and EMS vehicles will transport personnel to a designated emergency communications center.
- T. South Carolina Amber Alert (SCAA)
- 1. The SCAA is a voluntary, cooperative and coordinated initiative between the Charleston County Sheriff's Office, other participating law enforcement agencies and radio and television stations to send a rapid emergency alert via the Emergency Alert System (EAS) to notify the public when a child is missing and law enforcement has reason to believe that the child's life is in grave danger.
  - 2. SCAA is part of the Local Communications Committee's written plan, as outlined in the FCC's EAS rules. Participating agencies' adherence to strict guidelines prevents overuse and ensures compliance with EAS requirements.

3. A SC Amber Alert may only be activated with the approval of the on duty SC Amber Alert supervisor.
  4. In the event of a SCAA situation, a supervisor will respond to the scene and determine if the incident meets SCAA notification criteria.
  5. The SC Amber Alert supervisor, or designee, will first make telephone contact with SLED, then fax the alert to them on the SCAA Information Form, along with a photograph of the victim.
  6. The 911 Center will be notified by SLED, via BOLO, when the EAS station confirms receipt of the information. Once confirmed, the 911 Center should advise the SCAA supervisor that the alert has been broadcast.
  7. The 911 Center will accomplish SCAA alert updates, via the SCAA Update Form, at the direction of the SCAA Amber Alert supervisor.
  8. If there is timely closure to the incident, the SCAA supervisor, or designee, will fax the cancellation form to SLED so that the public can be informed. This will be accomplished using the SCAA Cancellation Form.
- U. Reverse 911 Capabilities:
1. Reverse 911 capabilities are available for emergency and nonemergency notifications.
  2. The system utilizes 24 telephone lines for simultaneous notification. The Sheriff, Assistant Sheriff, Administrative Services Major or any member of the Charleston County Emergency Preparedness Division must approve utilization of more than 24 lines.
  3. A supervisor must request activation of the system. Potential uses include:

- a. notification of agency personnel of a critical incident or unusual occurrence requiring activation of essential personnel;
  - b. notifying the public of an in progress situation which is contained to a specific area; or
  - c. soliciting public information or assistance for law enforcement concerns.
4. Once the conditions that prompted the activation have passed, the system will be used to notify the public that the incident is over.

|   |   |                                   |
|---|---|-----------------------------------|
| <b>1-08 VEHICLE OPERATIONS</b>  |   |                                   |
| <input type="checkbox"/> NEW  | <input checked="" type="checkbox"/> REVISED | <input type="checkbox"/> REVIEWED |
| CALEA STANDARDS REF. NUMBERS: 41.2.1, 41.3.3                                      |   |                                   |
| APPROVED:   |   |                                   |
|  |   | _____                             |
| Sheriff J. Al Cannon, Jr., Esq.   |   | 10/08/2013<br>Date                |

I. Purpose

To establish procedures governing the safe operation of agency assigned vehicles.

II. Policy

Personnel operating vehicles issued by the Charleston County Sheriff's Office are responsible for the operation, maintenance and appearance of those vehicles. Personnel operating agency assigned vehicles will exercise due regard for the safety of all persons and demonstrate exemplary driving behavior.

III. Procedure

- A. No employee of the Charleston County Sheriff's Office will be authorized to operate a Sheriff's Office vehicle without a valid South Carolina driver's license.
- B. Only authorized personnel are permitted to operate Sheriff's Office vehicles.
- C. Sheriff's Office personnel must review and abide by the Charleston County Vehicle Collision Review Board (VCRB) policy.
- D. All occupants must utilize seatbelts while operating or occupying an agency or Charleston County government vehicle.

(Ref: CALEA 41.3.3)

- E. While operating an agency vehicle, cellular device conversations shall be kept to a short duration and shall not interfere with the safe operation of the vehicle or the ability to maintain attentiveness to duty. Text messaging and/or emailing while driving is prohibited. This includes reading messages while at any traffic control device. Personnel using cellular devices while operating an agency vehicle shall use good judgment and discretion, constantly keeping in mind deputy and public safety.
- F. Personnel are responsible for the operation, maintenance and appearance of their issued vehicle. Personnel will refrain from:
1. making anything other than minor adjustments;
  2. altering the body, general design, appearance or markings of the vehicle to include: unauthorized stickers, magnets, license plates; and
  3. using fuel, oil, lubricants or other additives in the vehicle other than approved county standards.
- G. Employees of the Sheriff's Office are permitted to use assigned vehicles off-duty for any activity consistent with this procedure:
1. During off-duty use, sworn personnel will advise they are "Code 10." This will signify to the Consolidated Dispatch Center (CDC) that the unit is available for emergency service. The deputy sheriff will also advise when they are no longer "Code 10." However, this requirement will not apply to Command Staff personnel.
  2. Sworn personnel utilizing their agency assigned vehicles will carry their badge, identification, portable hand held radio, authorized firearm and handcuffs.
  3. Radio contact must be maintained while operating the vehicle. Deputy sheriffs will advise the CDC when in proximity of an emergency call.
  4. Civilian personnel may accompany members of the Sheriff's Office when the vehicle is operated off-duty. Employees are

responsible for the proper appearance and behavior of all passengers.

5. Should an emergency call for service be received by a sworn employee with civilians as passengers, the employee will first deposit the passengers at a convenient and safe location and will then respond safely to the call for service.
6. Employees of the Sheriff's Office are authorized to operate their agency issued vehicle within a 25 mile limit of the geographical boundaries of Charleston County. The 25 mile limit will be calculated by roadway miles.
7. An employee who resides outside of the geographical boundaries of Charleston County but within the 25 mile limit must forward a written request through their chain-of-command. The memorandum will contain the employee's address, detailed directions from Charleston County, and the distance in roadway miles from the employee's residence to the nearest Charleston County boundary. The employee's supervisor must verify the mileage and confirm the most direct route by utilizing their assigned vehicle.
8. Employees who reside more than 25 miles outside the geographical boundaries of Charleston County must park their assigned vehicle in a secure area within the 25 mile limit of Charleston County at the end of their tour of duty. Secure areas may include, but are not limited to: fire departments, police departments, police stations or substations, and other government facilities. This location must be approved by the person in charge of the property and the employee's chain-of-command. Written notification of the vehicle's location must be provided to Logistics.
9. Current employees (hired before 03/21/2008) who reside 25 miles or more outside the boundaries of Charleston County are grandfathered regarding this requirement.
10. Employees who reside outside the geographical boundaries of Charleston County must agree in writing to reimburse the agency for each mile both to and from their residence or

designated secured area, as determined from the nearest Charleston County boundary. The price per gallon is predetermined and will be paid through payroll deduction on a bi-weekly basis. Employees failing to comply with the aforementioned requirements will be subject to the appropriate level of discipline. The *Payroll Deduction Authorization* Form (CCSO Form-410) will be on file in the Human Resources office.

11. Employees may be authorized to operate their agency issued vehicle outside the 25 mile limit of Charleston County for training and other approved purposes.

H. Sheriff's Office Ride-along Program:

1. The Ride-along Program permits citizens, civilian employees and spouses of sworn personnel to ride on patrol.
2. Participants must be at least 14 years of age. Persons under the age of 18 must have the *Ride-along Request (CCSO-148)* signed by a parent or legal guardian.
3. All *Ride-along Requests* must be filled out completely and a records check conducted and stamped by the Records Section verifying completion prior to the proposed ride.
4. *Ride-along Requests* are approved/disapproved by the Patrol Captain or designee. The Patrol Captain will advise the shift supervisor if an applicant has been approved for participation.
5. It is the responsibility of the Training Unit to schedule and coordinate interns for ride-along participation.
6. Any supervisor may refuse to allow perspective participants to ride if in their judgment there is a question of propriety. The supervisor may assign riders to specific deputy sheriffs at their discretion. Participants may request permission to ride with specific deputy sheriffs subject to approval of the supervisor.
7. The deputy sheriff is responsible for the safety of the ride-

along participant.

8. When responding to calls for service, the participant will remain in the vehicle.
9. The deputy sheriff may terminate the ride-along if the participant hampers, interferes or otherwise hinders the deputy sheriff in the performance of their duties.
10. Tape recorders and cameras may only be utilized with permission of the participating deputy sheriff and the Patrol Captain.
11. Participants will not be assigned for more than twelve (12) hours in a three week period unless the Patrol Captain provides permission for individuals involved in approved programs.
12. Non-sworn agency employees may request permission from the Patrol Captain to participate in the Ride-along Program during their off-duty hours. A *Ride-along Waiver* is required. Employees involved in on-the-job training will not be required to complete a *Ride-along Waiver*.
13. Ride-along forms will be turned into the Records Section after completion of the ride-along.

I. Parking:

1. Headquarters and Agency Substations:
  - a. All Sheriff's Office vehicles will be parked in designated parking areas facing out.
  - b. No vehicle will be parked adjacent to the annex building at Headquarters.
  - c. The area behind the Human Resources Office is to be left clear by all vehicles with the exception of unloading or loading equipment.
  - d. Vehicles being washed will be moved as soon as the

washing is completed.

2. Employees of the Sheriff's Office will be cognizant of parking regulations at all times and will not park in restricted or handicapped areas or reserved parking spaces.
  3. No more than two marked vehicles will be parked at one business location by on-duty or off-duty employees of the Sheriff's Office, except on official business or by approval of the on-duty supervisor.
- J. When an employee leaves a vehicle unattended, the ignition will be turned off, the key removed, all doors locked and any equipment which may be subject to theft secured. Situations which require the engine to be operating such as the use of emergency equipment or the operation of a canine vehicle are exempt from this requirement. Caution must be exercised when a vehicle is unattended and left running. Deputy sheriffs are required to engage the transmission lock when the vehicle is left running.
- K. Vehicles will not be utilized by employees of the Sheriff's Office intending to consume or having actually consumed alcoholic beverages. Once a supervisor determines an employee has consumed alcoholic beverages, they will remove the employee from the vehicle, secure the vehicle, and take appropriate action.
- L. Employees of the Sheriff's Office may keep assigned vehicles for a period not to exceed fifteen (15) consecutive days while on annual or sick leave. All personal items will be removed and two keys provided to Logistics personnel.
- M. Sheriff's Office personnel on light duty, FMLA, military activation, extended sick leave, administrative leave or suspension will turn in their issued vehicle(s) and two keys including the remote fob if equipped, to Logistics personnel. The deputy sheriff responsible for the vehicle(s) will ensure that all personal items and individually issued equipment is removed from the vehicle. Supervisors will secure any mobile video recordings prior to parking the vehicle at Logistics. Additionally, any mechanical or emergency equipment deficiencies will be noted so repairs can be completed. Personnel on any type of leave for ninety calendar days or more may have their vehicle permanently reassigned to another employee. Upon

returning to full duty Logistics personnel will issue the proper vehicle for their assignment.

- N. Sheriff's Office vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows unless required as evidence, found property or related to a call for service.
- O. No member of the Sheriff's Office will transport an animal in the vehicle. Canine transport vehicles are exempt from this requirement.
- P. At no time will vehicles be used on hunting or fishing trips. Raw remains will not be carried in the vehicle unless required as evidence, found property or related to a call for service.
- Q. The use of tobacco products of any kind are not permitted while operating or as a passenger in a county owned or leased vehicle. The prohibition includes smokeless tobacco. Additionally, any electronic inhaler which is meant to simulate and substitute tobacco smoke is not authorized.
- R. Traffic stops while in civilian attire will be limited to emergencies or hazardous situations. In all cases, the employee will immediately show their identification and clearly announce their rank, name, agency and reason for the stop.
- S. No other vehicle, item, trailer, etc., may be pushed, towed or otherwise conveyed with the agency issued vehicle unless that vehicle is appropriately equipped and authorized for such service.
- T. Ordinarily, employees will not be permitted to jump start another vehicle with battery cables unless in an emergency situation approved by the on-duty supervisor. If jump starting another vehicle is approved, the police radio systems in the unit will be switched off until the jump start is completed. During this period, sworn personnel will utilize the portable hand held radio.
- U. Normal or routine driving will be consistent with the normal flow of traffic, obedience to traffic laws, posted signs/signals, and adherence to commonly understood "rules of the road" and driver courtesy.

V. Responding to Calls for Service:

1. Upon a request for law enforcement service the CDC dispatcher receiving the request will obtain sufficient information to enable the responding deputy sheriff to select and utilize the proper response code for that call for service.
2. When called, units will respond with their call sign and location. The CDC dispatcher will select the unit(s) within the service area closest to the call for service.
3. If doubt exists as to the nature or seriousness of the request for service, the call will be presumed as being an emergency call for law enforcement assistance.
4. Based on available information, responding units will select the response code required to safely and expeditiously respond to the call for service. If at any time during the response, responding units change the response code, the CDC and patrol supervisor will be notified immediately.
5. If another unit is closer to a call for service, that unit will notify the CDC and assume primary unit responsibilities. This may enhance response times and shorten the distance required to be traveled by responding units.
6. Supervisors are responsible for monitoring responses to calls for service. Once a deputy sheriff has advised the CDC of the response code, the supervisor will evaluate the information available and will have final authority to upgrade or downgrade the priority status of the response.
7. Response codes for calls for service are classified as Code 1, 2 or 3, depending on the circumstances. These codes are defined as follows:

a. Code 1:

Units responding Code 1 will respond to the location without delay by the most direct route, complying with

all traffic regulations and will not use emergency warning devices.

b. Code 2:

Units responding Code 2 will respond rapidly to the location of the emergency by the most direct means. Code 2 responses without the use of an audible signal or display of a visual signal are authorized only when the vehicle is being used to:

- (1) obtain evidence of a speeding violation;
- (2) respond to a suspected crime in progress when the use of an audible or visual signal or both, could reasonably result in the destruction of evidence or escape of a suspect; or
- (3) surveil another vehicle or its occupants who are suspected of involvement in a crime.

c. Code 3:

Units responding Code 3 as the primary or back-up unit will respond rapidly to the location of the emergency by the most direct means using all emergency warning devices; and with paramount consideration for the safety of the public and the deputy sheriff.

8. Section 56-5-760 of the Code of Laws of South Carolina, 1976, as amended, addresses the privileges the driver of an authorized emergency vehicle is entitled to exercise when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law. The provisions of this section do not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons.
9. As in a vehicular pursuit, deputy sheriffs must evaluate a call for service by balancing the need for police action, or the result of their action, against the need for an immediate response. Risks to be considered include, but are not limited to:

- a. vehicle and pedestrian traffic;
- b. weather conditions such as rain, fog, sleet and snow;
- c. road conditions such as construction, obstacles or hazards; and
- d. nature of the call for service versus the distance to be traveled by the responding unit.

Note: Deputies involved in a vehicle pursuit will adhere to procedure 6-12 *Vehicle Pursuit*.

10. Many of these factors may be grounds for exercising extraordinary care during a response situation. When traveling from point A to point B, thought must be given regarding the route to be followed. Within the route, many of the risks outlined above may be present. This often requires the responding unit to alter the response route or vehicle operation.
11. Units responding to robbery or burglary in progress calls should discontinue the use of the siren before coming within hearing distance and fully comply with all traffic laws.
12. Units within viewing distance of an incident location may turn off emergency lights to avoid alerting any suspects of a law enforcement response.
13. Upon arrival at a scene, deputy sheriffs will immediately evaluate the situation and determine if additional units are needed or whether other units responding can adjust their response or be canceled.
14. Deputy sheriffs are authorized to activate emergency equipment to protect life or render necessary law enforcement service. Examples of such scenarios include, but are not limited to the following:
  - a. At the scene of any incident where the use of emergency lights constitute a necessary warning for

the safety of life such as at the scenes of fires, accidents, disasters, etc.

- b. As a visual signal to attract the attention of motorists stopped for traffic violations, or to warn motorists of imminent dangers.
- c. Where, because of location, distance to be traveled, or traffic conditions, the deputy sheriff determines that an emergency response is essential in order to provide an appropriate response to a call for service.
- d. In response to a law enforcement officer's emergency request for assistance. (Ref: CALEA 41.2.1)

W. Agency Vehicle Collisions:

- 1. Section 56-5-765 of the South Carolina State Code of Laws 1976, as amended, states:
  - a. When a motor vehicle or motorcycle of a law enforcement agency, except a motor vehicle or motorcycle of the Department of Public Safety, is involved in a traffic collision that: (1) results in an injury or a death, or (2) involves a privately-owned motor vehicle or motorcycle, regardless of whether another motor vehicle or motorcycle is involved, the State Highway Patrol must investigate the collision and must file a report with findings on whether the agency motor vehicle or motorcycle was operated properly within the guidelines of appropriate statutes and regulations.
  - b. A law enforcement department or agency must not investigate a traffic collision in which a motor vehicle, a motorcycle, or an employee of that department or agency is involved that: (1) results in an injury or a death, or (2) involves a privately-owned motor vehicle or motorcycle, regardless of whether another motor vehicle or motorcycle is involved.
- 2. Section 56-5-1220 of the South Carolina State Code of Laws

1976, as amended, states:

- a. If a disabled vehicle or a vehicle involved in an accident resulting only in damage to a vehicle is obstructing traffic, the driver of the vehicle shall make every reasonable effort to move any vehicle that is capable of being driven safely off the roadway as defined by Section 56-5-460 so as not to block the flow of traffic. The driver or any other person who has moved a motor vehicle to facilitate the flow of traffic as provided in this subsection before the arrival of a law enforcement officer shall not be considered liable or at fault regarding the cause of the accident solely by reason of moving the vehicle pursuant to this section.

**X. Traffic Service Notification:**

1. Traffic Services will be called for any accident or collision involving a Charleston County owned or leased vehicle and a personal vehicle operated by a Charleston County Sheriff's Office employee conducting county business.
2. Vehicle mishaps may be handled by the reporting deputy sheriff with the approval of their supervisor. Examples include a rock hitting the windshield, a tree branch falling on the vehicle or like incidents.
3. Deliberate acts such as vandalism or damage caused by a detainee may be handled by the reporting deputy sheriff with supervisor notification and response.
4. In the event questions exist, supervisors should contact Traffic Services for a final determination.
5. The traffic deputy assigned will be responsible for handling all issues associated with the investigation of the incident. Responsibilities may include, but are not limited to: assuring completion of necessary paperwork to include any supporting documentation that may be required by Risk Management; making notifications; obtaining insurance information; preparation for and attendance at VCRB

meetings, etc. In the event that the traffic services personnel did not respond, the deputy sheriff's immediate supervisor will be responsible for handling all issues associated with the incident.

6. Collisions/mishaps involving death or serious injury or which may result in criminal charges against the employee, will be forwarded to the Office of Professional Standards for handling.
7. Collisions/mishaps and findings will be captioned in the employee's Chronological Record and personnel file along with any resultant discipline.

Y . Vehicle Collision Review Board (VCRB):

1. Every operator of a Sheriff's Office fleet vehicle or special purpose vehicle will adhere to the Charleston County Government Vehicle Collision Review Board (VCRB) policy.
2. Operators of Sheriff's Office fleet vehicles involved in an accident will attend the VCRB unless notified otherwise by the Charleston County Safety and Risk Management Office.
3. Employees cleared from accident liability by the VCRB will not incur further internal agency sanction or inquiry unless the accident is connected to an internal administrative investigation.
4. Employees found liable for chargeable accidents by the VCRB must attend the first available Defensive Driving Course. Supervisors will be responsible to coordinate and schedule this training, with the Charleston County Safety and Risk Management Office, upon notification of adjudicated points against an employee by the VCRB.
5. Employees who lose their County driving privileges and incur internal discipline will have their case handled in a fair and equitable manner that reflects the best interest of the Sheriff's Office and the employee.

6. Employees involved in repeated chargeable accidents will receive appropriate medical screening. For example, a vision check or medical examination as required as part of a comprehensive review of the accident before the administration of any internal discipline if applicable.
7. The VCRB utilizes a point system based on disregard of defensive driving (two points) and direct disregard of defensive driving (four points).
8. Any employee that accumulates ten (10) points within a two-year period or six (6) points in a one year period will have their driving privileges forfeited.
9. Final decision concerning the assignment of points will be determined by the County Administrator based on the recommendation of the VCRB. There will be no right to appeal within the County's Policy and Procedure Manual until such time the employee's position has been directly affected by the course of action, such as, demotion, suspension, transfer or termination.
10. Employees found liable for accidents or who lose their County driving privileges may be subject to appropriate progressive discipline, reassignment and or other administrative personnel action up to and including termination as prescribed in Sheriff's Office procedures 1-09 *Agency Rules & Regulations* and 3-08 *Disciplinary Procedures*.
11. Employees who receive internal disciplinary action in regard to vehicle operations/collisions may grieve the action as prescribed in 3-07 *Grievance Procedures*.