

## HOW TO SIGN UP FOR CORRECTIONS:

### \*\*CHARLESTON COUNTY\*\*

#### Sheriff Al Cannon & Juvenile Detention Centers

Step 1. Complete and sign the **Security Verification Form** (attached below) – BE HONEST!

*\* Just because you have a record DOES NOT MEAN you cannot be approved to go to jail meetings – PLEASE APPLY ANYWAY!*

Step 2. Return the signed forms and a copy of your driver's license to:

Men: David & Ken at [sacdevols@gmail.com](mailto:sacdevols@gmail.com)

Women: Nancy at [tricitycorrections@gmail.com](mailto:tricitycorrections@gmail.com)

Juvenile: Rick at [rdyoung21@gmail.com](mailto:rdyoung21@gmail.com)

Include your email address on the security verification form.

Step 3. Your paperwork will be submitted to the jail liaison for review, and your corrections representative will inform you of the results upon receipt. This can take up to a few months.

Step 4. If your background check is approved, you must attend **4 hours of training**, which will be coordinated by your corrections representative.

Step 5. When you have completed the training, your name will be added to the approved list, and you **can start attending meetings at the jail!** You will be contacted for your dates of availability.

- Once approved, you must **re-submit your background check application and complete training annually**. All clearances expire on Feb. 28 of each year – your corrections coordinator will contact you with more info.

Contacts:

- Men's jail coordinators: [sacdcvols@gmail.com](mailto:sacdcvols@gmail.com)  
David M. (843) 442-7640 or Ken C. (843) 452-5779
- Women's jail coordinator: [tricitycorrections@gmail.com](mailto:tricitycorrections@gmail.com)  
Nancy H. (843) 819-2525
- Juvenile coordinator: [rdyoung21@gmail.com](mailto:rdyoung21@gmail.com)  
Rick Y. (601) 918-2019

## **Jail Meeting Schedules**

### Men's Jail Units:

*Sheriff Al Cannon Detention Center, 3841 Leeds Ave, Charleston 29405*

Mondays @ 7-8 pm Big Book Study meeting on DAODAS unit

Wednesdays @ 7-8 pm Open Discussion on DAODAS unit

### Women's Jail Unit:

*Sheriff Al Cannon Detention Center, 3841 Leeds Ave, Charleston 29405*

Mondays @ 7:30-8:30 pm

### Juvenile Detention Center:

*Charleston Juvenile Detention Center, 4350 Headquarters Rd., Charleston 29405*

(Meetings have not yet resumed).

- The Inter-District Corrections Committee meets on the 3rd Thursday of even months at 7:00 pm at the Intergroup office: 1827 Reynolds Avenue, North Charleston, SC 29405

Email address: \_\_\_\_\_

**Charleston County  
Sheriff's Office**



**Sheriff Carl Ritchie**

<b>Security / Employment Background Verification</b>		
Name _____		
Last	First	Middle
Address _____		
Number	Street	City State Zip
Home Phone		Cell Phone
Race	Date of Birth	Sex Place of Birth
Social Security Number	Driver's License Number	State
<input type="checkbox"/> XXX Programs	<input type="checkbox"/> Vending	Company/Program: Alcoholics Anonymous
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Bondsman	Company Address:
<input type="checkbox"/> Ministerial	<input type="checkbox"/> Medical	Company Phone Number:
<input type="checkbox"/> Other (explain)		
___ Yes / ___ No	At any time during the past ten years have you ever been convicted, pled guilty, pled Nolo Contendere or been charged with any violation of law or regulation carrying the force of law, other than traffic violations?	
___ Yes / ___ No	Do you now have any form of pending complaint against you for any violation of law or regulation carrying the force of law, other than traffic violations?	
If yes, please explain:		
<b>A legible photocopy of a State issued Driver's License or State issued ID card MUST be submitted with this form.</b>		
Date	Applicants Printed Name	Signature
For Internal Use Only		
Background Check Completed	Criminal History Found	
Date:	___ Yes / ___ No	
SAS Captain:	___ Approved / ___ Not Approved	

**SHERIFF AL CANNON DETENTION CENTER  
SERVICE PROVIDER AGREEMENT**

All contracted service providers are responsible for notifying the affected staff member within five (5) working days of any arrests other than minor traffic violations.

Registered service providers are responsible for following all SACDC rules and regulations.

1. I will not carry anything into or out of the facility for any inmate. Possession of contraband items will result in the immediate cancellation of my security clearance. This includes unauthorized cell phone(s).
2. I understand that if I enter the facility without following proper procedures, then this violation will result in my removal as a contracted service provider.

**INMATE INTERACTIONS**

- Do not have any communication/contact with any inmates while in the confines of the facility.
- If you are familiar with a currently incarcerated individual at SACDC, you must report this immediately to your supervisor, who in turn will notify the Contracts Manager to make the appropriate accommodations.

**CONFIDENTIALITY PLEDGE**

I agree to respect the SACDC's strict confidentiality of information regarding any individual under its care or custody. I further agree that I will not use any information regarding any individual offender of the facility.

**RELEASE OF LIABILITY**

I release the SACDC and its employees from any liability arising from my request to participate in contracted services unless the liability is caused by intentional and wanton acts of SACDC or its employees. I make this request of my own free will and without coercion or encouragement from any SACDC employee.

\_\_\_\_\_  
**Clearly Print Full Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Witness Title**