

Welcome to your
community.



BERKELEY
— COUNTY —
SOUTH CAROLINA

RICH HISTORY.
BRIGHT FUTURE.

One Berkeley



Welcome from Sheriff S. Duane Lewis

On behalf of the Berkeley County Sheriff's Office, I want to welcome you to Berkeley County! Just like you, I am proud to call Berkeley County home, and just like you, I want my home to be safe. Thankfully, I have a lot of help. Over 300 Sheriff's Office employees, volunteers, and community partners work to ensure our county of over 237,000 people is as safe as possible.

The Sheriff's Office strives to deliver professional excellence. We aim to provide public safety services, uphold the Constitution of the United States, and the Constitution of South Carolina with integrity and respect. I hope any experience with our Office reflects this commitment to our community. Again, welcome to Berkeley County, and please do not hesitate to contact me with any questions you may have regarding the Berkeley County Sheriff's Office.

Our Mission Statement:
Taking Care of People

Vision:
Be the best we can be, in all that we do.

Values:
Our Core Values are Non-Negotiable:
Integrity
Treating people with dignity and respect

Emergency Services – 911
Animal Control – 843-719-4300
Detective Division – 843-719-4465

Sheriff's Office (Direct) – 843-719-4414
Non-Emergent Line – 843-719-4505
Hill Finklea Detention Center – 843-719-4546

Sincerely,

A handwritten signature in blue ink that reads "S. Duane Lewis".

S. Duane Lewis
Berkeley County Sheriff

The Berkeley County Sheriff's Office



SHERIFF S. DUANE LEWIS

The Berkeley County Sheriff's Office is committed to taking care of its citizens as well as its valued employees.

To begin your career with the Berkeley County Sheriff's Office, please visit us on the web at www.berkeleycountysc.gov and complete an application for employment today.

Berkeley County Sheriff's Office

223 North Live Oak Drive Moncks Corner, SC 29461

Phone: 843-719-4466

Fax: 843-719-5035

E-mail: recruiter@bcsosc.org

JOIN #TEAMBERKELEY!

OPPORTUNITIES

Deputies at the Berkeley County Sheriff's Office have the ability to pursue multiple career paths within the agency. Positions available within the agency are:

- Uniform Patrol Division
- Community Action Team
- Criminal Investigations Division
- Drug Enforcement Unit
- Forensics Services Unit
- K-9 / Target Zero Unit
- School Resource Officer Unit
- Civil Process & Judgments
- Warrants Division
- Judicial Services Division



Deputies also have the opportunity to participate in collateral duty assignments including:

- Marine Patrol
- Dive Team
- Special Response Team
- Bike Patrol
- Peer Support

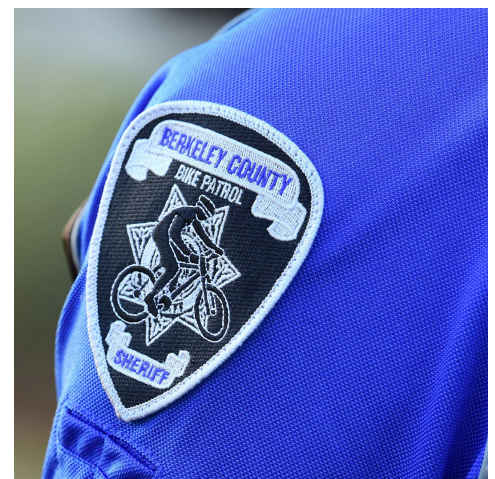


BENEFITS

Competitive Salaries & Benefits

Uncertified \$46,571 / Certified \$50,064

- All uniforms & equipment provided
- SC Police Officer's Retirement System
- Paid time off
- Take home vehicle with personal use throughout all adjoining counties
- 12-Hour Schedule (Every other weekend off)
- Available overtime
- Available off-duty employment



JOIN #TEAMBERKELEY!



TRAINING

All Berkeley County Sheriff's Deputies receive extensive training at the South Carolina Criminal Justice Academy for a rigorous 12-week program designed to provide the necessary knowledge, skills, and ability to perform the duties of a deputy sheriff. All Deputies receive additional training throughout their careers to ensure they are adequately prepared to respond and handle their duties. Deputies also have the ability to and are encouraged to attend advanced training to further their knowledge and enhance their skills.



BERKELEY COUNTY HILL-FINKLEA

DETENTION CENTER

The Berkeley County Sheriff's Office Hill-Finklea Detention Center is always actively recruiting qualified candidates for the position of Detention Deputy. If you think you have what it takes to pin on the badge, help make a difference, and work in a team-oriented environment, consider applying with the Berkeley County Sheriff's Office Hill-Finklea Detention Center today! Whether you're already certified as a Detention Deputy, in another career and want a change of pace, or just beginning your career, we have a place for you!

Training

All Berkeley County Hill Finklea Detention Center Deputies receive extensive training at the South Carolina Criminal Justice Academy that is designed to provide Detention Deputies with necessary knowledge, skills, and abilities. All Detention Deputies will be able to attend additional training and advanced training classes throughout their careers to ensure they are prepared for their duties.

Benefits

The Berkeley County Hill Finklea Detention Center provides competitive salaries and benefits to include:

- Salary starts at \$43,564 Uncertified or Certified \$45,480 or successful completion of jail academy.
- Health, Life, and Dental Insurance
- Optional Life and Disability Insurance
- Optional Medical and Dependent Care Spending Accounts
- Vacation Leave and Twelve (12) Paid Holidays per year
- Police Officers/Detention Officer State Retirement System (PORS - as applicable)
- Optional Deferred Compensation Program (i.e., 401K, 457)
- Training Opportunities
- Employee Assistance Program
- Uniforms and Equipment Provided
- Free College for the employee and the employee's immediate family members. Offered by through the Fraternal Order of Police.



Opportunities

Work with a variety of specialized teams:

- Special Operations Response Team (S.O.R.T) tactical team
- Central Control
- Identification
- Classification
- Training
- Transportation
- Court detention
- Booking



**300 California Ave.
Moncks Corner, SC 29461
Major Anthony Phyll
Phone: (843) 209-5814**

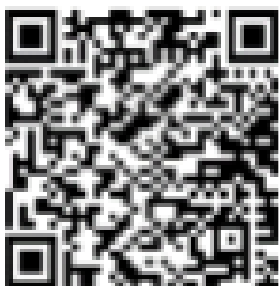


Detention Deputy Requirements:

- Must be 18 years of age
- High school Diploma or equivalent
- Must have and maintain a valid driver's license for South Carolina with safe driving record
- S.C. Criminal Justice Academy LE-2 certification within one (1) year of employment is required and must be willing to perform the duties of a certified officer after certification is received
- Initial testing consists of: background check, Nelson-Denny Test, and polygraph testing
- Upon successful completion of initial testing, selected candidates will then proceed to the physical agility testing with an interview to follow
- Post-offer drug testing, psychological exam, preplacement physical, and functional evaluation capacity tests will be required
- Departmental testing will be administered when in the interview
- This is a safety sensitive position and is subject to random drug and alcohol testing.



<https://www.governmentjobs.com/careers/berkeleycountvsc/lohs/3290471-0/detention-deputy>



**Your Career Starts
Today!
Apply Now!!!**

BERKELEY COUNTY SHERIFF'S OFFICE

CITIZENS' ACADEMY



What is the Berkeley County Sheriff's Office Citizens' Academy?

The Citizens' Academy is a community-oriented program designed to increase communication, awareness, and participation between our agency and the citizens we serve.

Who Can Attend The Citizens' Academy?

Participants must be at least 18 years of age and live in Berkeley County. Participants must consent to a criminal history background check and have no convictions for any serious crime. After completing the application included, simply fold it, affix postage in the appropriate location, and return to the Berkeley County Sheriff's Office.

Please contact Captain Jimmy Mixson at (843) 719-4351 for further information or for additional applications

Berkeley County Sheriff's Office

Citizens' Academy

Application

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (____) _____

Date of Birth _____

Social Security # _____

Have you been convicted of or have current criminal charges pending for any offense other than minor traffic infractions?

I hereby certify that there are no willful misrepresentations in the forgoing statements and answers to questions. I understand that any omissions or false statements on this application shall be sufficient cause for rejection from enrollment the BCSO Citizens' Academy.

I further understand that the Berkeley County Sheriff's Office will be conducting a background and criminal history investigation. I further state that I have never been convicted of a felony offense.

_____ Date _____

Signature of Applicant

AFFIX
POSTAGE
HERE

BERKELEY COUNTY SHERIFF'S OFFICE
ATTENTION: TRAINING DIVISION
223 NORTH LIVE OAK DRIVE
MONCKS CORNER, SC 29461

Return Address



S. Duane Lewis, Sheriff

Public service has been the call of my lifetime, and I remain honored and very happy your serve as your Sheriff. I understand completely the hardships that are created when you volunteer to serve beyond a normal workday, but I have also learned over the last 20 years that persona sacrifices lead to great and fulfilling rewards. If you would like to make a difference, join with me in an understanding of your Sheriff's Office beyond a news report. Experience your Sheriff's Office from the inside out. Meet our staff and provide input in matters related to the Citizen's Academy. Your experience will include personnel issues, budgets, available equipment, and challenges created by the diversity of calls for service throughout our office.

We are often praised, and sometimes faced with complaints. Complaints are unfortunate because that usually means that a citizen has become the victim of a crime.

Sometimes, even the best of service does not take away their hurt. However, it is our mission to make a priority the lives and property of those who reside in or visit Berkeley County. We will achieve this mission using every re-source we have available, acting with compassion towards all innocent victims, and with fairness we will pursue those who are accused. You are a valuable resource, and I would be very pleased to have you enrolled in the next class.

Thank you for showing interest
in our citizen's Police Academy,

A handwritten signature in blue ink that reads "S. Duane Lewis". The signature is written in a cursive, flowing style.

Sheriff S. Duane Lewis



**BERKELEY COUNTY SHERIFF'S OFFICE
BERKELEY COUNTY VICTIMS' ADVOCATE**

(843)719-4455 or (843)719-5075

victims@berkeleycountysc.gov

Monday-Friday 9AM to 5PM

**After business hours, and during
weekends and holidays, please contact
our Duty Office at (843)719-4412**

ABOUT US

The Victims' Advocate works one-on-one with the crime victim and/ or family members through each step of the criminal justice system to provide crisis intervention, emotional support, information, and reference referrals.

WE ARE HERE FOR YOU

Our Products & Services:

- Basic needs
- Crisis hotline
- Shelters and safe houses
- Medical assistance
- Counseling; and
- Emergency financial assistance

**"THERE IS NOTHING MORE
IMPORTANT THAN A GOOD, SAFE,
SECURE HOME."**

- Rosalyn Carter

RESTITUTION

Assist victims' of violent crimes in completing the appropriate forms for compensation from State Assistance Programs.

EMPLOYMENT INTERVENTION

Interact with the employer on behalf of victims' to explain time off from work due to court appearances and conferences with law enforcement personnel.

PERSONAL ADVOCACY

Acting on behalf of victims' or witnesses to ensure that they receive appropriate assistance from social service agencies and the criminal justice system.

Visit us on the website:
www.berkeleycountysc.gov

S.C CRIME VICTIMS' CONSTITUTIONAL RIGHTS

To preserve and protect victims' rights to justice and due process regardless of race, sex, age, religion, economic, status, victims of crime have the right to:

- Be treated with fairness, respect, and dignity;
- Be free from intimidation or harm throughout the criminal and juvenile justice process;
- Be informed about victims' rights;
- Be reasonably informed about criminal proceedings;
- Have reasonable access to documents relating to the crime before trial;
- Receive restitution from the adult or juvenile offenders; and
- A reasonable, prompt and final conclusion of the case;
- Be informed if the accused is arrested, released, or escapes;
- Confer with the prosecution before the case is heard in court;
- Be present at criminal proceedings where the accused has the right to be present;
- Be heard at proceedings affecting bond, bail, release, pleas or sentencing.

CRIMINAL RECORD EXPUNGEMENT



What is an Expungement?

An "Expungement" is the destruction or obliteration of criminal records relating to an arrest or a conviction.

South Carolina law allows for the destruction of arrest and/or conviction information under the following limited circumstances:

Summary courts

Nolle Pros/Dismiss/ Not Guilty

- New Magistrate/ Municipal cases are automatically processed in court by the Judge

Older Magistrate/ Municipal cases

- require an expungement application to the appropriate court.

General Sessions Court (GSC)

Nolle Pros/Dismiss /Not Guilty

- Complete the Expungement Application
- Obtain Final Disposition from the GSC Clerk of Court
- Submit the documents and a self-addressed stamped envelope to the Solicitor's Office



Solicitor Scarlett A. Wilson
Ninth Judicial Circuit

300-B California Avenue
Moncks Corner, SC 29461

Phone (843) 719-4529

Fax (843) 719-4588

www.scsolicitor9.org

Leah Guerry Dupree
Berkeley County Clerk of Court

300-B California Avenue
Moncks Corner, SC 29461

Phone (843) 719-4405

webcoc@berkeleycountysc.gov

SC SLED

www.sled.sc.gov

Convictions: Guilty/Fine

Paid/Probation

- 1st Conviction (misdemeanor offense, penalty no more than 30 days/ \$1000 fine, no additional convictions in 3yrs. or 5 yrs. for CDV conviction)
- 1st Misdemeanor Fraudulent Check (No additional convictions in 1 yr.)
- Conditional Discharge (upon successful completion)
- 1st Youthful Offender Act/YOA (No additional convictions in 5 yrs. After successfully completing Probation/Parole)
- 1st Failure to Stop for Blue Light
No traffic charges are eligible
No Fee Waivers

Criminal Record

You may request a record of all charges in which you have been arrested/ fingerprint for from:
www.sled.sc.gov \$25 fee



Expungement Cost

NP/Dismiss/Not Guilty - \$0
NP/Dismiss Pled to Other Charges - \$250
Conviction/Guilty/Fine Paid/Probation - \$310 each



Application

- Obtain from The Solicitor's Office, Clerks of Court or www.scsolicitor9.org
- Expungement application for each charge or when multiple charges with the same date of arrest also have the same disposition date.
- Attach the Court Disposition for each charge
- Attach successful completion letter for YOA and Conditional Discharge
- Required Fees:
 - ❖ \$250 Money Order for Solicitor Office
 - ❖ \$25 Money Order for SLED
 - ❖ \$35 Money Order for Clerk of Court
- Self-Addressed Stamped envelope

Disposition

A final disposition of your case can be obtained from the Clerk of Court where your charges were heard.



Identity Theft Cases

- Someone else was arrested using your name/identification
- Contact the Solicitor's Office to obtain a Challenge Packet
- SLED will require you to obtain a set of fingerprint cards
- SLED will check to see if your fingerprints match the arrest fingerprint information
- If the fingerprints are different, SLED will provide you with a letter stating who, by fingerprint, was arrested for the charges
- Submit a copy of this letter with an Expungement application form to the Solicitor's Office for processing

No cost/fees \$0



**Recycling and Solid Waste Management
Berkeley County Water & Sanitation**

**212 Oakley Plantation Drive
Moncks Corner, SC 29461**

Office: (843) 719-2383 · Fax: (843) 719-2603

sarah.smith@berkeleycountysc.gov

Website: <http://bcws.berkeleycountysc.gov>

Convenience Centers

7AM-6PM

Monday, Tuesday, Thursday, & Friday

7AM-7PM

Saturday

(Closed Wednesday & Sunday)

**Charity Church Road
1430 Charity Church Road
Huger, SC 29450**

**Oakley Road
606 Oakley Road
Moncks Corner, SC 29461**

**Poplar Hill Road
1029 Poplar Hill Road
Ridgeville, SC 29472**

**Pineville
1818 Hwy. 45
Pineville, SC 29468**

**Savanna Creek
3663 N. Hwy. 17-A
Jamestown, SC 29453**

Convenience Centers

7AM-6PM

Monday, Tuesday, Wednesday & Friday

7AM-7PM

Saturday

(Closed Thursday & Sunday)

**Gravel Hill Road
1025 Gravel Hill Road
Bonneau, SC 29431**

**Ranger Drive
2163 Ranger Drive
Cross, SC 29436**

**Alligator Road
1078 Alligator Road
Cordesville, SC 29434**

**Shulerville
2115 Shulerville Road
Jamestown, SC 29453
Luken Road
275 Luken Road
Hanahan, SC 29410**

Convenience Center Rules

- **BERKELEY COUNTY RESIDENTIAL USE ONLY NO BUSINESSES**
- No Scavenging; No Loitering
- Trailers larger than 12' double-axle must use the Landfill.
- Burned material must go to the Landfill
- Customers are responsible for unloading and placing waste in proper containers.
- Shoes must be worn at all times.
- Children must be attended to at all times.
- Police have jurisdiction at all sites.
- **Recycling is encouraged. Please use the containers provided.**
- **Accepted Items**
- Household Garbage
- E-Scrap—TV's, Computers, and Printers
- Yard Waste
- Construction & Demolition Debris
- Used Motor Oil and Filters
- Cooking Oil (except Luken Road)
- Large Appliances & Scrap Metal
- Furniture and Miscellaneous Items
- Tires—up to 5 passenger tires allowed per month
- Lead Acid Batteries
- Textiles/Clothing
- Carpet Padding (at Oakley Road & Charity Church)
- Dried out paint only. No wet paint



Accepted Recycling

Mixed Paper
Newspapers, magazines, office paper, paperboard, cereal boxes, brown paper bags.

Corrugated Cardboard Flatten before placing in recycling container.

Aluminum & Steel Cans Aluminum foil, pie pans, empty aerosol cans. Cans need to be rinsed with water. (Only at all convenience centers in the onsite scrap metal container.)

Cardboard and Mixed Paper Recycling Sites

- Goose Creek Public Works
- Marrington Middle School
- Stratford High School
- Macedonia Middle School
- Berkeley Co. Sheriff's Dept.

Used Oil Collection Sites

- All Convenience Centers
- Advance Auto Parts
- Auto Zone
- Hwy 52 Bypass—Next to Santee Cooper

Mixed Oil and Gas Recycling

- Oakley Road Convenience Center
- Charity Church Convenience Center
- Gravel Hill Convenience Center
- Ranger Drive Convenience Center

Antifreeze Recycling

- Oakley Road Convenience Center
- Gravel Hill Convenience Center



KEEP BERKELEY BEAUTIFUL

KEEP AMERICA BEAUTIFUL AFFILIATE

KEEP BERKELEY BEAUTIFUL

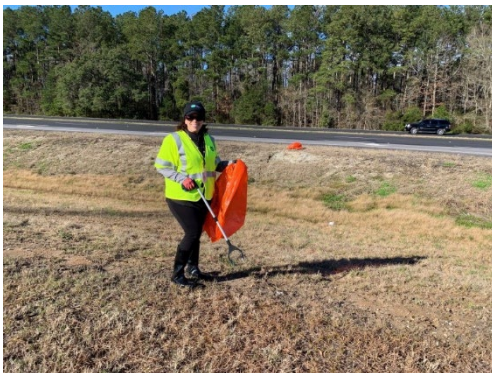
End Littering Improve Recycling Beautify Communities

Contact Information

Sarah McCarthy Smith
Director
Phone: (843) 719—2383
Email: Sarah.Smith@berkeleycountysc.gov
212 Oakley Plantation Drive
Moncks Corner, SC 29461
Keepberkeleybeautifulsc.org
Visit us on Facebook,
Twitter, and Instagram
Check out Friends of Keep Berkeley Beautiful at
<https://www.friendsofkeepberkeleybeautiful.com/>

Board Members

Our board members are volunteers from businesses, civic groups, active citizens, and government partners



EVENTS

Keep Berkeley Beautiful is proud to have partnered with

- The Great American Cleanup and PalmettoPride & Keep America Beautiful
- Beach Sweep River Sweep and the Department of Natural Resources
- The Francis Marion National Forest Cleanup and the National Forest Service
- Adopt-A-Landing with Santee Cooper
- SCDOT with the Adopt-A-Highway Program



Our efforts benefit Berkeley County's

- Residents
- Visitors
- Economy
- Environment

With the help of volunteers and partnerships, we empower communities to be beautiful.

HOW CAN I HELP?

Volunteer

To lend a hand at clean-up events or to conduct one of your own events as a Keep Berkeley Beautiful partner, contact Sarah McCarthy Smith. Keep Berkeley Beautiful supplies gloves, pick-up sticks, bags, and safety vests for volunteers to borrow. Your community efforts are greatly needed and appreciated.

Donate

Keep Berkeley Beautiful accepts in-kind donations to support our projects and volunteers. Gloves, pick-up sticks, bags, safety vests, and other clean-up effort materials, clothing, or food keeps us safe and efficient.

Educate

Ask questions, involve your community, and be proactive in preventing litter and illegal dumping. Stopping litter is a form of crime prevention and an environment burdened with trash is unhealthy. Take ownership of these spaces. Your local community and economy will thank you now and for generations to come.

THANK YOU!

Thank you for your interest in keeping Berkeley County beautiful. The purpose of Keep Berkeley Beautiful is to promote the cleanliness and beautification of Berkeley County through education, public awareness, and community/volunteer involvement





South Carolina
Department of Transportation



BERKELEY COUNTY

ADOPT-A-HIGHWAY PROGRAM

BCWS: 843-719-2383
SCDOT: 843-761-8481

BCWS - 212 Oakley
Plantation Drive Moncks
Corner, SC 29461
Phone: 843-719-2383
Fax: 843-719-2603
Website:
bcws.berkeleycountysc.gov

SCDOT - 438 Hwy 52 North
Moncks Corner, SC 29461
Phone: 843-761-8481
Fax: 843-761-5100
Website: SCDOT.org

THANK YOU

For considering one of Berkeley County, South Carolina's most exciting litter control programs and in becoming one of the many volunteer groups involved in roadside litter pick-up across the County and State.

The Adopt-A-Highway program helps cultivate public commitment to keeping our highways clean and litter-free by involving volunteer groups in roadside litter pickup.

HOW TO ADOPT-A-HIGHWAY

Getting started is easy! Simply agree to adopt at least two miles of highway for two years, with four cleanups per year. Choose a group leader and submit an agreement form with the signatures of all participants. At the end of the two-year agreement, your group may renew for another two years or choose another section of highway to adopt.

Your leader will work with Berkeley County's Adopt-A-Highway Coordinator and SCDOT's Adopt-A-Highway Coordinator. Supplies provided include orange trash bags, safety vests, litter pick up sticks, gloves, safety information, and recognition signs. Your group must complete safety training and report on the number of volunteers and how much litter is collected.

WHAT KINDS OF GROUPS CAN ADOPT HIGHWAYS?

Businesses, churches, schools, civic organizations, and any other groups willing to commit to the responsibilities and see that they are carried out may participate. Youth volunteers must be at least 13 years of age and have adult supervision. Involve enough people so that the pickups are manageable and fun!

WHAT IS INVOLVED IN A CLEANUP?

Cleanups are generally scheduled on when it works best for the group! Groups meet at a safe location. Group leaders review safety rules and issue cleanup supplies. Following safety guidelines, members pick up litter and remove the bags from the roadway or contact SCDOT to have the bags picked up. The group leader reports the date of the pickup, the number of bags of litter, and the number of volunteers.





Keep Berkeley Beautiful Adopt-A-Landing Program

Contact Information:

Sarah McCarthy Smith

212 Oakley Plantation Drive

Moncks Corner, SC, 29461

Phone: 843-719-2383

Fax: 843-719-2603

E-mail: sarah.smith@berkeleycountysc.gov

THANK YOU!

Thank you for your interest in keeping Berkeley County beautiful. The purpose of Keep Berkeley Beautiful is to promote the cleanliness and beautification of Berkeley County through education, public awareness, and community/volunteer involvement.



Why volunteer?

Keep Berkeley Beautiful (KBB) was founded with the belief that our communities deserve to be beautiful and green. Our efforts benefit those who live in Berkeley County, those who are visiting, and also the economy and our environment. The work of volunteers is fundamental to this program.

Berkeley County is blessed with an abundance of waterways and we want to keep them clean now and for generations to come. Keeping our landings clean not only adds to the beauty of the area, but it is a great asset to water quality and protection of wildlife. By adopting a landing, your group can help meet these goals.

How can you help?

- By completing a minimum of four cleanups per year for two years at a boat landing
- Reporting any specific needs you see at your landing
- Recruiting others to adopt a landing
- Educating others about KBB and its mission

What we provide...

- Trash bags
- Gloves
- Trash grabbers
- Safety vests
- Sign at the landing recognizing it has been adopted