

Arrest Warrant Process

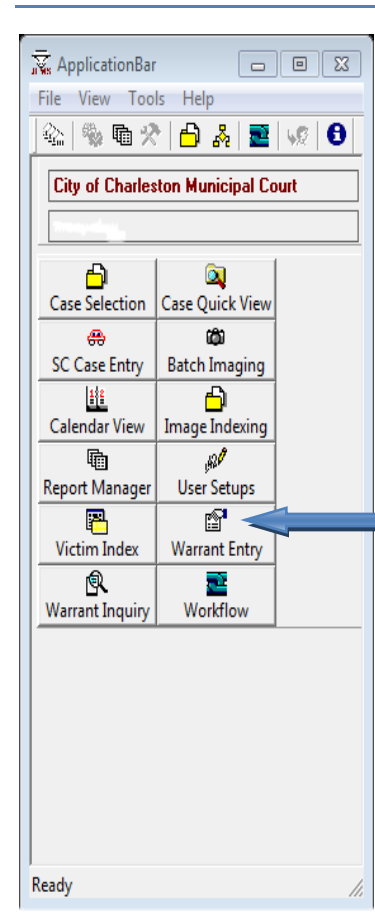
I. Warrant Request Information

1. The warrant request information is emailed to courtwarrants@charleston-sc.gov to be printed or brought in by the officer investigating the case.



II. JEMS Application Bar

1. Warrant Entry


- Incident Number
- Warrant Type (Arrest)
- DL Number with state
- Last Name
- First, middle, or suffix of name
- Address
- City/State/Zip Code
- Phone
- Date of Birth
- Social
- Sex
- Race
- Hair color
- Eye color
- Height
- Weight



2. Offense

- Violation date
 - The date will appear in the narration portion of the affidavit).
- Charge
 - Double click and search the charge by description or code. The charge for the warrant is located on the affidavit under **Description of Offense**.
 - Once the description or code is selected, move the cursor to the right and click on the green arrow .
 - Next, move the cursor to the top where it says **Select Charge** and click on the green check .
 - Then type **See Attached Affidavit** in the **Probable Cause Section**.

3. Officer or Affiant

- Agency (Go to the drop box and click Charleston Police Department).
- Officer
 - Double click and type the officer's last name.
 - Move the cursor to the top where it says **Select Officer**, input Charleston Police Department NCIC OPS number (843)720-2422, and click on the green check .
 - The process is completed.
 - Set the printer to print on both sides and print the warrant.

III. Signature

1. The warrant is signed by the judge and investigating officer.
2. A copy of the warrant is made by the generating clerk and file into the locked Arrest Warrant File.
3. The warrant is taken over to the Charleston Police Department by the investigating officer.