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SLED CJIS Criminal Justice Information Services

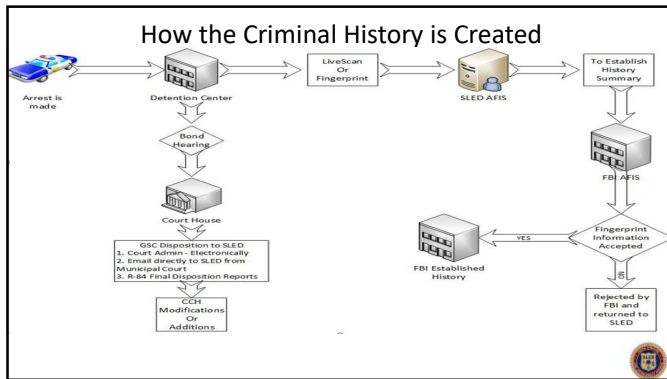
- Acts as the State's central criminal justice information repository
 - Shall collect, process, and store criminal justice information and records necessary to the operation of the criminal justice information system of the State Law Enforcement Division
- Within CJIS
 - AFIS: Automated Fingerprint Identification System
 - CCH: Computerized Criminal History
 - NCIC: National Crime Information Center
 - SCIBRS: South Carolina Incident-Based Reporting System
 - SOR: Sex Offender Registry
 - NCJIS: Non-Criminal Justice Information Services
 - Expungements
 - NICs



CCH

- Serves criminal justice agencies
- Assists non-criminal justice agencies throughout the state and nation by providing current criminal history record information
- Receives:
 - Arrest information from SC Detention Centers, Sheriffs Offices and Police Agencies.
 - Custodial information from SCDC and PPP
 - Judicial information from General Sessions, magistrate, and municipal courts via R84 and Sentencing Sheets.





The Importance of Fingerprints at Booking

- The FBI WILL reject poor quality prints that are OOC/ resulting in no federal rec for charge submitted
 - A first-time offender will not be assigned an FBI number until the FBI accepts their fingerprints
- Without having quality fingerprints on file, investigators can't effectively solve cases with latent prints as evidence and AFIS won't catch the fingerprints as a "hit" on past latent prints in our database of unsolved crimes.
- Latent prints depend on quality (Investigative use)



Importance of Criminal History

"AN INCOMPLETE RECORD HAS THE POTENTIAL TO BE A DANGEROUS ONE"

An arrest or custody status cannot be added/updated to a criminal history without fingerprints. Without fingerprints, the Offender may be able to...

- Work in a daycare or school
- Be your co-worker
- Get a CWP/buy a gun
- Many other things that background checks are supposed to prevent from happening
- The judge cannot make a sound decision without an accurate criminal history.



Criminal History Rap Sheet

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===== Cycle 33 =====
Tracking Number 20000012108
Earliest Event Date 2000-11-17 Incident Date 2000-11-17
Arrest Date 2000-11-17
Arrest Case Number 20000012108
Arresting Agency SC0200000 NORTH CHARLESTON PD
Subject's Name ROBERTS, DALE
Offender Id Number 20000012108
Charge 61
Charge Tracking Number 1102700
State BURGLARY/BURGLARY (NON-VIOLENT) - SECOND DEGREE
(16-11-4012 SC)
NCIC Offense Code 2209
Severity Felony
Disposition ( 2000-05-21; CONVICTED)
Court Comment Court Provision: 30Y SUSP PROB 4Y
===== Cycle 38 =====

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- Cycle- Arrest Date
 - At times you may see multiple dates of arrest for the same date. This is a "sequence"
- Arresting Agency (ORI)- Can be used to contact agency for additional information
- Subject's Name- This will be name given at time of arrest (possible alias).
- Charge Tracking Number- is the Arresting Warrant Number. This is the warrant or ticket number that was issued for that specific charge



Criminal History Rap Sheet

Tracking Number (AFIS) Used to track fingerprint submissions

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===== Cycle 000 =====
Tracking Number 0000
Earliest Event Date 2023-10-31 Incident Date 2023-09-01
Arrest Date 2023-10-31
Arrest Case Number TEST000001
Arresting Agency SCL00000 S C LAW ENF DIV
Subject's Name TEST, TESTY
Comment(s) Fingerprint Available
Charge 02
Charge Tracking Number 20705
State HURDER (16-7-10 SC)
State Offense Code 0136
Severity Felony
===== Cycle 000 =====
Court Disposition (Cycle 000)
Court Case Number 2070502023
Court Agency SCL00000 S C LAW ENF DIV
Subject's Name TEST000001
Charge 01
State UNLAWFUL SALE/HANDUF ETC ALCOHOLIC LIQUORS AND
(61-46-4000(3)(2) SC)
Severity Misdemeanor
Disposition ( 2023-10-31; CONTINUED)
Court Comment Court Provision: TRIAL QUALITY 20 YEARS CONCURRENT SENTENCE

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Each date of arrest is assigned a cycle number, and any associated disposition are house in the same cycle.

The date the incident occurred. Could be different from arrest date

All disposition information will be listed below DOA if available. If no disposition is available, then it will not appear at the bottom of the DOA.

Disposition: Will Show Conviction or Non-Conviction and sentencing information

Criminal History Rap Sheet

- Statute- This will include the Literal Offense and Statute.
- Severity- Will tell you if the charge is a Felony, Misdemeanor, or Unclassified

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===== Cycle 40 =====
Tracking Number 50020000125
Earliest Event Date 2000-11-17
Court Disposition (Cycle 40)
Charge 61
State BURGLARY/BURGLARY (NON-VIOLENT) - SECOND DEGREE
(16-11-4012 SC)
NCIC Offense Code 2209
Severity Felony
Disposition (CONVICTED)
Court Comment Court Provision: pay 10 yrs
===== Cycle 40 =====
Court Disposition (Cycle 40)
Charge 61
Charge Tracking Number 1770000
State BURGLARY/BURGLARY (VIOLENT) (AFTER 06/20/03) - SECOND DEGREE (16-11-4012(A) SC)
NCIC Offense Code 2209
Severity Felony
Disposition ( 2013-12-17; CONVICTED)
Court Comment Court Provision: 4 YEARS AND 1 DAYS JAIL
===== Cycle 40 =====
Corrections (Cycle 40)
Supervision Date 2000-11-17
Correction Agency SC000000 SC DEPT CORRECTIONS
Supervision Case Number 000000
Correction Action RECEIVED
===== Cycle 41 =====

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Common Questions

- **Q. Why do dispositions fail to attach to a record?**
 - A. Fingerprints not collected at booking-there is nowhere for the disposition to attach.
 - B. Wrong warrant number-. When dispositions are electronically processed it searches for the matching warrant number to attach to on the criminal history, when it cannot make a match, it fails to attach to the record.
 - C. Technical errors
- **Q. Who can we contact to add a disposition to an existing charge on the criminal history?**
 - A. CCH is staffed with analyst who process these requests, you can email sledcch@sled.sc.gov
- **Q. What is the difference between an incident date and date of arrest?**
 - A. The date of arrest occurs when the individual is arrested, and the incident date is when the incident took place.
- **Q. What happens when someone claims the criminal history comes back with charges that do not belong to them?**
 - A. If it is the wrong disposition they can contact our CCH unit and we can update the record.
 - If it is the wrong arrest information entirely, they can challenge the record by contacting SLED.
 - A fingerprint comparison is conducted to determine if the charges belong to the person challenging the record



Questions?

Contact Information



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Processing Expungements at the Summary Court Level



What is an Expungement?

An expungement is a court order that seals or destroys a person's criminal arrest and conviction records. It treats the offense as if it never happened, removing it from public view.

In South Carolina, a record is Expunged from SLED's Criminal History repository by putting it under a seal. That sealed information is not available to the public, and may only be viewed under PUR C or F.



Summary Court Expungement Process When Defendant Was Fingerprinted

17-22-950(A) The summary court, at no cost to the accused person, immediately shall issue an order to expunge the criminal records, including any associated bench warrants, of the accused person. An automatic expungement is required regardless of the type of charging document used to initiate the charge, including courtesy summonses.



Summary Court Expungement Process When Defendant Was NOT Fingerprinted

17-22-950(B) A defendant who was found not guilty or the charges were dismissed or nolle prossed in the summary court **and the defendant was not fingerprinted for the charges** must apply to the summary court for expungement of records. The statute applies regardless of the type of charging document used to initiate the charge, including courtesy summonses. The defendant may apply to the summary court, **at no cost to the defendant**, for an order to expunge the criminal records, including any associated bench warrants.



Common Magistrate Court Cases Eligible for Expungement

- Dismissed charges
- Not guilty verdicts
- Nolle Prosequi
- Certain first-offense convictions when authorized by statute
- Cases approved through diversion programs, where applicable



Common Magistrate Court Cases Not Eligible for Expungement

- Preliminary hearing dismissals: Any charge dismissed specifically at a preliminary hearing cannot be expunged under standard summary court rules.
- Charges pending in summary court and general sessions in which such charges arise out of the same course of event.
- Traffic offenses (with exceptions)
- Violent offenses as defined in SC Code of Laws 16-1-60
- Certain domestic violence offenses
- DUI

*****If an appeal is filed in the case, the expungement process should be stopped pending the outcome of the appeal*****



Summary Court Staff Responsibilities

- Review the order for completeness
- Verify case information
- Confirm the judge's signature (Under South Carolina law (S.C. Code § 17-22-950), a summary court (magistrate or municipal court judge) must complete the expungement process no sooner than the appeal expiration date and no later than 30 days after the appeal expiration date)
- Ensure all required agencies receive notification
- Update the case management system
- Secure or destroy records according to court policy
- Maintain confidentiality throughout the process



Who Receive Notice of Expungement?

- Arresting law enforcement agency
- Involved Summary Courts (any other magistrate or municipal courts that took part in the criminal process)
- SLED
- The Applicant (or their attorney)
- The Detention Center or Jail (if booking or holding occurred, the local detention facility is notified to remove or seal the booking records)



Processing Expungement Workflow

- Receive the signed expungement order
- Verify case number(s), defendant identifiers, and case information.
- Confirm statutory eligibility. **If the charge resulted in a conviction, the defendant needs to contact expungement coordinator at the solicitor's office.**
- Enter the expungement into the court management system
- Remove public access to the record, as required
- Notify appropriate agencies
- File and retain documentation according to retention policies
- Close the expungement file



Common Errors to Avoid

- Processing before judicial approval
- Entering incorrect case number.
- Failure to notify all required agencies
- Expunging the wrong defendant
- Leaving public records accessible
- Incomplete documentation, i.e. records, facts, or signatures are missing



Final Tips for Successfully Processing Summary Court Expungements

- Always verify that the case qualifies for expungement
- Accuracy is everything, review every case carefully
- Communicate early and often: Strong communication between Municipal Courts, Magistrate Courts, Solicitors, law enforcement agencies, Clerks of Court, and SLED helps resolve issues quickly and keeps cases moving efficiently.
- Treat every application with the same level of attention and professionalism. Consistency promotes fairness, reduces errors, and builds confidence in the judicial process.
- Maintain an organized tracking system for pending applications. Monitor cases awaiting documentation, judicial signatures, or responses from other agencies so that no application is overlooked.



Final Tips Cont'd

Many applicants do not understand the expungement process. Take time to explain what the court can and cannot do, what documents are required, and realistic processing expectations. Clear communication reduces confusion and unnecessary follow-up inquiries. Expungement records often contain sensitive information. Handle all documents in accordance with court policy and applicable law to maintain confidentiality and public trust.



Remember the Mission

Every file on your desk represents a person—not just a case number. While we must faithfully follow the law, we should also remember that eligible expungements provide individuals with an opportunity to move forward and become productive members of their communities. The integrity of the expungement process depends on each of us. When Summary Court staff work diligently, communicate effectively, and uphold the highest standards of accuracy and professionalism, we strengthen public confidence in the courts and ensure that justice is administered fairly.



Thank you

Thank you for your commitment to excellence and for the important role you play in helping eligible individuals receive the fresh start that South Carolina law provides.

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