



# Warrants Guide

## Overview

Welcome to the Warrants Guide! This guide covers the Warrants module, including searching existing warrants, how to make a new warrant record, filling in a warrant record, adding charges to the warrant, and more.

Warrants: View Record LOOKUP NEW WARRANT REPEAT AUDITS

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Court: SESSIONS CIVIL × ▼ Process: ARREST × ▼ Warrant Case #: 2025-0004

Waiting To Be Signed Warrant Id: 47961 / Jacket #: 813910 / Master Person Id: 1666016 / Sheriff #: 47961

Reference #: \_\_\_\_\_ Docket #: \_\_\_\_\_ Received Date: 01/17/2025 Received Time: 12:53:19 Issued Date: 01/17/2025

Plaintiff  
STATE OF TENNESSE

Last Name: DOE First Name: ALAN Middle Name: \_\_\_\_\_ Jr/Sr: \_\_\_\_\_ Title: \_\_\_\_\_ Notify Affiant: Y Night Service (Y/N)

House #: 5249 Direction: FALSE ST Street: Apt/Lot #: DARK TOWER City: State: TN × ▼ ZipCode:

The first part of this guide explains searches. If you need explanations on an already existing record, see *Filling Out a Warrant Record* to get more information on the different fields and tabs available.



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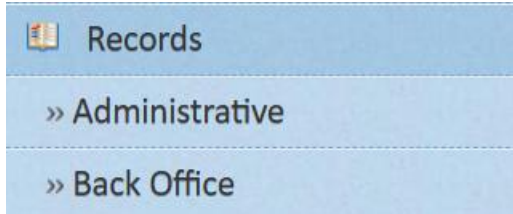
# Warrants Guide

## Searching for Warrant Records

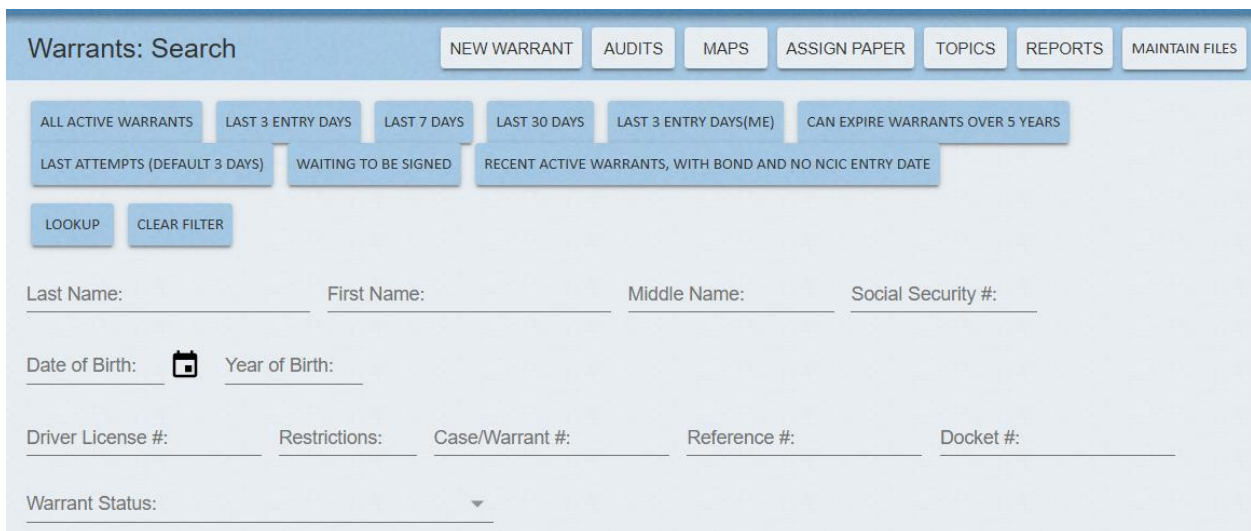
To access the **Warrants** module, begin on the iSOMS home screen.

Navigate to:

**Records** → **Administrative** → **Warrants**



This will open the **Warrants: Search** screen. Here you can use the blue Quick Search buttons to perform do *quick searches* (common predetermined searches), or you can use the filters to narrow the search for things such as Name, Warrant Status, Charge Code, Issued Date, Served Date, or Court Date.





# Warrants Guide

## Quick Searches



These searches let you quickly find records without having to fill in the fields. The following searches are available:

ALL ACTIVE WARRANTS

**All Active Warrants** shows every warrant that is active but does not have a completed/served date.

LAST 3 ENTRY DAYS    LAST 7 DAYS    LAST 30 DAYS    LAST 3 ENTRY DAYS(ME)

**Last 3 / 7 / 30 Days** shows all records that have an entry date within the specified period. **Last 3 Entry Days (ME)** shows records within the last 3 days that are entered by the current user.

CAN EXPIRE WARRANTS OVER 5 YEARS

**Can Expire Warrants Over 5 Years** shows warrants that can expire that have been active for over 5 years.

LAST ATTEMPTS (DEFAULT 3 DAYS)

**Last Attempts** shows warrants that have been attempted to serve in the past 3 days.

WAITING TO BE SIGNED

Use **Waiting to Be Signed** to show records with the **Waiting to Be Signed** checkbox marked.

Court:
SESSIONS CIVIL
<input checked="" type="checkbox"/> Waiting To Be Signed

RECENT ACTIVE WARRANTS, WITH BOND AND NO NCIC ENTRY DATE

**Recent Active Warrants, with Bond and No NCIC Entry Date** shows recent warrants that do have a bond but do not have an NCIC entry date.



# Warrants Guide

## Standard Searches

Some fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

You can narrow the search by individual info, warrant/entry date/address related, and more. Enter the parameters to narrow the search and click **Lookup** to perform your search. Double click on the desired entry to view or edit the record.

Warrants: Search Results LOOKUP NEW WARRANT

Search Criteria ▼  
Search Results

Red = Active (No Completed/Served Date)
Green = Completed/Served (Has Completed/Served Date)
Yellow = Waiting To Be Signed

1-21 / 21 Records

	Agency	Warrant Id	Warrant #	Docket #	Reference #	Status	Last Name	First Name	Middle Name	Race	Sex	DOB	SSN	DLN	Issued Date
	BCSO	47961	2025-0004			ACTIVE	DOE	ALAN		W	M		/		01/17/2025
	BCSO	47962	2025-0005			ACTIVE	DOE	ALAN		W	M		/		01/17/2025
	BCSO	9482	06166		77680	ACTIVE	DOE	ALVIN					/		09/18/1996
	BCSO	47958	2025-0001			ACTIVE	DOE	JAMES	RANDAL	W	M	01/01/1965	123-45-6789	TN/123456789	01/15/2025
	BCSO	47918	THECASE				DOE	JAMES	RANDAL	W	M	01/01/1965	123-45-6789	TN/123456789	08/20/2020



# Warrants Guide

## Creating a Warrant Record

There are two main ways to create a warrant record in iSOMS:

1. Create a warrant from **Incident Offender View**.

Creating a warrant from **Incident Offender** is primarily done in the state of Tennessee, but iSOMS supports this functionality for all agencies. In many states, warrants are issued by the court.

2. Create a warrant from a Master Name in the **Warrant** module.

Creating a warrant record from the **Warrant** module uses the Master Name system to select / create the record.



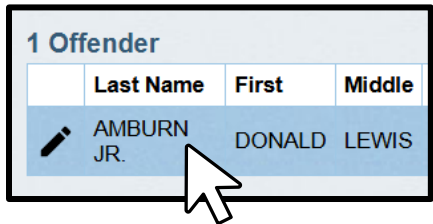
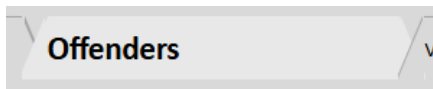
# Warrants Guide

## Creating a Warrant from Incident Offender View

To create a new warrant from an Incident record, open the Incident created by an officer.



You will then click the **Offenders** tab and select an offender.



On the **Offender** view, open the **Charges** tab and click the **Create Warrant** icon. This will create a Warrant record from the information in the incident.



1 Charge

EXPORT GRID TO FILE ADD CHARGE

Expunged	Charge	Charge_Description	Court Date	Court	Bond	Warrant #	Class	Type	Level	Offense Date	Repeat	CC	CW	
	9083	W-AGGRAVATED ASSAULT	01/29/2003 09:00	GSII-1	1000.00					01/28/2003				



# Warrants Guide

## Creating a Warrant from a Master Name

To create a warrant from the **Warrants: Search** screen, simply click **New Warrant** in the upper right of the search screen.

Warrants: Search

NEW WARRANT AUDITS MAPS ASSIGN PAPER TOPICS REPORTS MAINTAIN FILES

ALL ACTIVE WARRANTS LAST 3 ENTRY DAYS LAST 7 DAYS LAST 30 DAYS LAST 3 ENTRY DAYS(ME) CAN EXPIRE WARRANTS OVER 5 YEARS

LAST ATTEMPTS (DEFAULT 3 DAYS) WAITING TO BE SIGNED RECENT ACTIVE WARRANTS, WITH BOND AND NO NCIC ENTRY DATE

LOOKUP CLEAR FILTER

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Restrictions: \_\_\_\_\_ Case/Warrant #: \_\_\_\_\_ Reference #: \_\_\_\_\_ Docket #: \_\_\_\_\_

Warrant Status: \_\_\_\_\_

NEW WARRANT

This will bring you to the **Warrants: Master Name Search** screen. This screen allows you to either find someone's name in the Master Name records or enter a new name. You need to use an existing Master Name or create a new Master Name if you want to create a new warrant record. This will allow you to use information already present in iSOMS and link your Warrant directly to the Master Name and jacket number.

Warrants: Master Name Search

BACK TO WARRANTS

Last Name: DOE First Name: JAMES Jacket #: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver License #: \_\_\_\_\_ Restrictions: \_\_\_\_\_

Type of Match:  
 Begins  Contains  Ends

ALL LOOKUP CLEAR FILTER



# Warrants Guide

If the person being issued a warrant already has a record in iSOMS, you can enter information to narrow the search and click **Lookup**. Clicking **All** will show all Master Names in your system. If you are searching for a Master Name, once you enter any information to narrow the search and click **Lookup**, the next screen will show any results that matched your search, and you can choose the Master Name by clicking on it twice.

Search Criteria ▶

Search Results

4 Records

Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DI
NO PHOTO	Shared	DOE	JAMES							
	Shared	DOE	JAMES							
	Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE	123-45-6789	

If the person has no Master Name in the database, you need to create a new one by clicking **New Master Name** in the upper right. (See **Creating a New Master Name** in the *iSOMS Corrections Manual* for more information if you need it.)

Warrants: Master Name Search

NEW MASTER NAME    MAINTAIN FILES

BACK TO WARRANTS

Last Name:     First Name:     Jacket #:

NEW MASTER NAME

Once you double click the row with the correct name, the Master Name will appear and fill in information for you. You can fill in additional information if needed. Click **Save & Create Warrants Record** at the top of the screen to begin the Warrant record.



# Warrants Guide

Warrants: Master Name View Record

SAVE & CREATE WARRANTS RECORD    **BACK TO WARRANTS**

Jacket Number: 82614

Last Name: DOE    First Name: JAMES    Middle Name: RANDAL

Race: WHITE    Sex: MALE    Height: 502

**SAVE & CREATE WARRANTS RECORD**

If you have not entered much information yet, you will get a data entry warning. But this will not happen if the Master Name has been sufficiently filled in before. In any case, the Master Name will fill in information on the newly created Warrant record. (You will also be notified if the person has another warrant issued that's active or if they are currently incarcerated.)

Warrants: View Record    LOOKUP    NEW WARRANT    REPEAT    AUDITS

<< FIRST    < PRIOR    NEXT >    LAST >>    SAVE    DELETE

Court: SESSIONS CIVIL    Process: ARREST    Warrant Case #: 2026-0006

Waiting To Be Signed    Warrant Id: 48005 / Jacket #: 82614 / Master Person Id: 1115645 / Sheriff #: 48005    **WARRANT CURRENTLY INCARCERATED**

Reference #:    Docket #:    Received Date: 05/21/2026    Received Time: 11:56:29    Issued Date: 05/21/2026

Plaintiff: STATE OF TENNESSE

Last Name: DOE    First Name: JAMES    Middle Name: RANDAL    Jr/Sr:    Title:    Notify Affiant: Y    Night Service: (Y/N)

House #: 123    Direction: N    Street: MAIN ST    Apt/Lot #:    City: KNOX    State: TN    ZipCode: 37912

County: KNOX    School:    Subdivision/Area/Building Complex:

Zone:



# Warrants Guide

There are two primary sections of a Warrant record:

1. The *fields* in the upper part of the screen. These record details on the person who was issued a warrant, including personal information, address details, and more.

The screenshot shows a detailed form for a warrant record. At the top, it includes fields for Ticket # (82614), Case # (04/18/2026), Time (14:59:04), and Reporting Officer (603 ELDER, MARTIN WILLIAM -INV). A prominent red 'WARRANT' button is visible. Below this, there are sections for personal information: Last Name (DOE), First Name (JAMES), Middle Name (RANDAL), Social Security # (123-45-6789), and Date of Birth (01/01/1965). There are also buttons for 'PRINT COURT E-TICKET', 'PRINT IN-CAR TICKET', 'PRINT IN-CAR TICKET(COURT REQUIRED)', 'DISPOSITION SHEET', 'PRINT TN CONVICTION ABSTRACT', 'PRINT TN WITHDRAWAL ABSTRACT', and 'PRINT TN ABSTRACT'. The address section includes House # (123), Direction (N), Street (MAIN ST), City (KNOX), State (TN), Zip Code (37912), and Latitude (36.22158). Other fields include Home Phone (865-555-5678), Cell Phone (865-555-4567), Work Phone (865-555-3456), Email (FAKEEMAIL@FAKEWEBSITE.COM), Department (BLOUNT COUNTY SHERIFF'S OFFICE), County (KNOX), Driver License # (123456789), Class (D), Expiration Date, Status, Restrictions (CDL), Race (WHITE), Sex (MALE), Height (502), Weight (201), Hair Color (AUBURN), Eye Color (BLACK), Build, and Complexion. Ethnicity is listed as UNKNOWN.

2. The *tabs* record additional information on the warrant, such as **Warrant Detail**, the **Defendant** for the warrant, the **Vehicle** involved, **Charges** related, and more.

The screenshot shows a tabbed interface for a warrant record. The tabs are: Quick Add, Warrant Detail, Defendant, Vehicles, Charges, Certification, Receipt, Employer, Issued By Noti..., Summoned To..., Collections, Attempts, Assignments, History, Notes, Images, Attachments, Expungeme..., People Invo..., Alert Flags, Warrant Fla..., Address His..., Aliases, and Features. The 'History' tab is currently selected. Below the tabs, there are two sub-sections: 'Arrest Location' and 'Arrest Location History (by jacket#)'.

After you enter new details, make sure to click **Save** at the top of the screen.



# Warrants Guide

## Filling Out a Warrant Record – Fields

Here you will fill out the fields above the tabs, which typically relate to the person being issued a warrant. Many of these fields will be filled in based on the Master Name or based on the record you transferred from incidents to Warrants.

### Fields

Court:  
SESSIONS CIVIL X ▾

Add the **Court** manually if the default court for your agency is different than the one needed.

Process:  
ARREST X ▾

Add the **Process** for the warrant, such as *Arrest, Petition, Subpeona, Summons*, etc.

Warrant Case #:  
2026-0006

iSOMS will auto-assign **Warrant Case #**, but this can be changed if necessary.

Received Date: 05/21/2026 Received Time: 11:56:29 Issued Date: 05/21/2026

**Received and Issued Date & Time** are filled in automatically based on the current date / time, but can be changed if needed, such as if you are filling in the information at a different time.

Plaintiff  
STATE OF TENNESSEE

Fill in the **Plaintiff** if different than the default.

Last Name:	First Name:	Middle Name:	Jr/Sr:	Title:	Notify Affiant	Night Service
DOE	JAMES	RANDAL	▾	▾	Y	(Y/N)
House #:	Direction:	Street:	Apt/Lot #:	City:	State:	ZipCode:
123	N	MAIN ST		KNOX	TN X ▾	37912
County:	School:	Subdivision/Area/Building Complex:				
KNOX						
Zone:						

These fields record the person’s name and address.

Make sure to **Save** at the top of the record as you go so you do not lose entered details.

*Save is located at the top of the screen.*





# Warrants Guide

## Filling Out a Warrants Record – Tabs

### Summary

Fill out the tabs below the fields as needed.

Use **Quick Add** to quickly fill in the vital parts of the warrant. Once saved, this tab will disappear and only the others will be available.

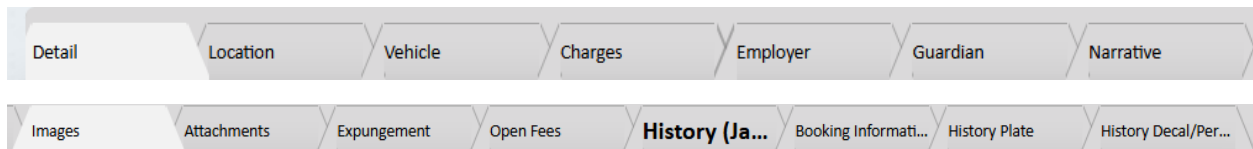
Use **Warrant Detail** tab to record key information on the warrant.

**Defendant** records description of the defendant, which is usually copied automatically from the Master Name or Incident.

**Vehicle** is for the primary vehicle involved in the warrant.

**Charges** is the important tab for all charges associated with this warrant.

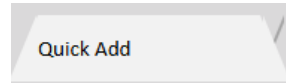
Other tabs available include **Employer**, **Attempts** (history of warrant serve attempts), **Notes** (for narrative, notes, and written report), **Images**, **Attachments**, **Expungement**, and more.





# Warrants Guide

## Quick Add Tab



The **Quick Add** tab only appears on new warrant records, and allows you to quickly add the Court information, charge details, basic bond info, and summon information without having to go through individual tabs.

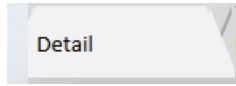
Court Date: 05/01/2026	Court Time: 00:00:00	Issued By Agency (free form): BCSO	Judge / Commissioner : THE JUDGE
Warrant Status: ACTIVE	Warrant Type: MOST WANTED	Assigned To: 603 ELDER, MARTIN WILLIAM -INV	
Charge Code: 511 LOANSHARKING	Charge Type: 511 FELONY	Charge Detail(free form):	
Bond Type: CASH BOND	Bond Text:	Bond Amount: 10000.00	Warrant Issued By : FBI
Department: BLOUNT COUNTY SHERIFF'S OFFICE	Officer: 603 ELDER, MARTIN WILLIAM -INV		
Issued By Officer(free form):			
<input type="checkbox"/> Summoned To Jail	Expected To Be At Jail:	Time:	Summons Reference:

Fill in as much information as you can, **Save**, and then iSOMS will autofill them into their typical tabs.



# Warrants Guide

## Warrant Detail Tab



The **Detail** tab contains additional fields for the warrant, such as issuing court and served details.

Court Date:	<input type="text" value="05/01/2026"/>	Court Time:	<input type="text" value="00:00:00"/>	Held By Other Agency:	<input type="text" value="(Y/N)"/>	FTA Fees:	<input type="text" value="(Y/N)"/>	Issued By Agency:	<input type="text" value="BCSO"/>	Judge / Commissioner:	<input type="text" value="THE JUDGE"/>	<input type="button" value="X"/>	<input type="button" value="v"/>				
Warrant Issued By :	<input type="text" value="FBI"/>																
Dispatcher In:	<input type="text" value="603 ELDER, MARTIN WILLIAM -INV"/>	Dispatcher Out:	<input type="text" value="603 ELDER, MARTIN WILLIAM -INV"/>	Restitution Amount:	<input type="text" value="0"/>								Warrant Status:	<input type="text" value="ACTIVE"/>			
Served:	<input type="text" value="Y"/>	Completed/Served:	<input type="text" value="05/21/2026"/>	Served By:	<input type="text" value="603 ELDER, MARTIN WILLIAM -I"/>	Served How:	<input type="text" value="SERVED BY ARREST"/>					Attempts:	<input type="text" value="1"/>	Cleared By:			
Served By Agency:	<input type="text" value=""/>																
Assigned To:	<input type="text" value="603 ELDER, MARTIN WILLIAM"/>																
Returned By:	<input type="text" value=""/>																
Return Date:	<input type="text" value=""/>	Return Time:	<input type="text" value=""/>	Service Paid:	<input type="text" value="(Y/N)"/>												
Certified Copy:	<input type="text" value="(Y/N)"/>	NCIC Checked:	<input type="text" value="(Y/N)"/>	State Checked:	<input type="text" value="(Y/N)"/>	Extradite:	<input type="text" value="(Y/N)"/>	Mileage Range:	<input type="text" value="0"/>	Issued On Behalf Of:	<input type="text" value="(Y/N)"/>	ROR:	<input type="text" value="(Y/N)"/>	Warrant Type:	<input type="text" value="MOST WANTED"/>	<input type="button" value="X"/>	<input type="button" value="v"/>

First, add issuing court details:

Court Date:	<input type="text" value="05/01/2026"/>	Court Time:	<input type="text" value="00:00:00"/>	Held By Other Agency:	<input type="text" value="(Y/N)"/>	FTA Fees:	<input type="text" value="(Y/N)"/>	Issued By Agency:	<input type="text" value="BCSO"/>			
Judge / Commissioner:	<input type="text" value="THE JUDGE"/>											
Warrant Issued By :	<input type="text" value="FBI"/>											

Now add **Dispatcher** info and **Warrant Status**:

Dispatcher In:	<input type="text" value="603 ELDER, MARTIN WILLIAM -INV"/>	Dispatcher Out:	<input type="text" value="DEMO ISOMS, DEMO"/>	Restitution Amount:	<input type="text" value="0"/>							
Warrant Status:	<input type="text" value="ACTIVE"/>											

This tab is also where you add info on serving / returning the warrant.

Served:	<input type="text" value="Y"/>	Completed/Served:	<input type="text" value="05/21/2026"/>	Served By:	<input type="text" value="603 ELDER, MARTIN WILLIAM -I"/>	Served How:	<input type="text" value="SERVED BY ARREST"/>					Attempts:	<input type="text" value="1"/>
Cleared By:	<input type="text" value=""/>												
Served By Agency:	<input type="text" value=""/>												
Assigned To:	<input type="text" value="603 ELDER, MARTIN WILLIAM"/>												
Returned By:	<input type="text" value=""/>												
Return Date:	<input type="text" value=""/>	Return Time:	<input type="text" value=""/>										



# Warrants Guide

In addition to the other things on the **Warrant Details** tab, you will also see where you can mark several options for the warrant with *Yes* or *No*, such as **Certified Copy**, **NCIC Checked**, **Extradite**, **Issued on Behalf of**, and more.

Service Paid:								
(Y/N)								
Certified Copy:	NCIC Checked:	State Checked:	Extradite:	Mileage Range:	Issued On Behalf Of:	ROR:	Warrant Type:	
(Y/N)	(Y/N)	(Y/N)	(Y/N)	0	(Y/N)	(Y/N)	MOST WANTED	X ▾



# Warrants Guide

## Defendant Tab



The **Defendant** tab records details on the appearance and identifying info on the defendant. Most of this tab will be automatically filled in from whatever the warrant was created from.

Race:	Sex:	Height:	Weight:	Hair Color:	Eye Color:
WHITE	MALE	502	201	AUBURN	BLACK
Build:	Complexion:				
Social Security #:	Date of Birth:	DL State:	Driver License #:	Restrictions:	Ethnicity:
123-45-6789	01/01/1965		123456789		UNKNOWN
DNA COMPLETED DATE					
SID #:	FBI #:	NCIC #:	NCIC Entry:	NCIC Removed:	
Alias:	Home Phone:	Cell Phone:	Work Phone:		
	865-555-5678	865-555-4567	865-555-3456		
<input type="checkbox"/> Exclude From Website					

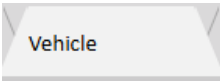
Of note on this tab is that you can record **NCIC** information as well as record a date for **DNA Completed**. You also use this tab to exclude this information from the public website.

DNA COMPLETED DATE	
NCIC #:	NCIC Entry:
12345	05/01/2026
<input checked="" type="checkbox"/> Exclude From Website	



# Warrants Guide

## Vehicles Tab

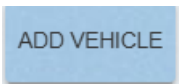


The **Vehicles** tab is for recording information on the vehicles involved in the warrant.

1 Vehicle EXPORT GRID TO FILE ADD VEHICLE

Image	Report Date	How Involved	Relationship	Model Year	Color	Make	Model	Style	License #	VIN
	07/02/2025	VEHICLE 1	OWNER	2025	RED	FORD	F -150	4 DR TRUCK	TN/123ABC	12345

To view or edit an entry, double-click it on the table. To add a new entry, click **Add Vehicle** in the upper right.



This will open the window where you can input vehicle information:

### View Vehicle

Report Date:

How Involved:

Relationship:

Value:   Exclude From Report

Tribal Plate:

Vehicle Tag:  License State:   License Year:  License Month:  License County:

Plate Type:  Vehicle Decal #:  VIN #:  Vehicle Style:

Model Year:  Vehicle Make:   Vehicle Model:   Vehicle Color:

Vehicle Bottom Color:

Stolen From:  Recovered:   Recovered From:

Wrecker Company:  Insurance Company:  Insurance Policy#:

Insurance Phone#:




Image #: 1 of 1

Main
Disposition
Tow Info
Markings
Owner/Driver
Vehicle Ownership



# Warrants Guide

If you want to add information already stored in iSOMS, hit **Search** and you can find vehicles by license plate number:

SEARCH

**Search Vehicles**

License Number

ALL LOOKUP CLEAR FILTER

VIEW MY AGENCY

**30 Records**

Program	Make	Model	Color	Style	License Number	License State	How Involved
---------	------	-------	-------	-------	----------------	---------------	--------------

If you need to input a new vehicle not in your records, instead simply start adding information on the vehicle. There is a place to put images as well if desired.

Report Date: 07/02/2025 How Involved: VEHICLE 1 Relationship: OWNER

Value: 30000.00  Exclude From Report

Tribal Plate: \_\_\_\_\_

Vehicle Tag: 123ABC License State: TN License Year: 2025 License Month: 10 License County: KNOX

Plate Type: Truck Vehicle Decal #: 12345 VIN #: 12345 Vehicle Style: 4 DR TRUCK

Model Year: 2025 Vehicle Make: FORD Vehicle Model: F -150 Vehicle Color: RED

Vehicle Bottom Color: BLACK




Image #: 1 of 1

There are additional fields to put information if the vehicle is stolen / recovered, insurance info, wrecker info, etc.

Stolen From: \_\_\_\_\_ Recovered: \_\_\_\_\_ Recovered From: \_\_\_\_\_

Wrecker Company: MY TOWING COMPANY Insurance Company: INSURANCE OF TENN Insurance Policy#: 12345

Insurance Phone#: 865-555-0987

*Continued on the next page*



# Warrants Guide

Now there are headings to fill in notes on different things. All of them are simply note fields, including:

## Main

**Main** – add any notes related to the main details about the vehicle here

## Disposition

**Disposition** – add any notes related to the disposition of the vehicle here.

## Tow Info

**Tow Info** – add any notes on towing here.

## Markings

**Markings** – add notes on markings on the vehicle here.

## Owner/Driver

**Owner / Driver** – Add information on the owner / driver here.

## Vehicle Ownership

**Vehicle Ownership** – Add info on the vehicle ownership and details here.

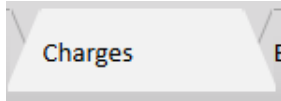
As usual, make sure to **Save** the record periodically to avoid losing entered information.

SAVE



# Warrants Guide

## Charges Tab



The **Charges** tab is adding charges to the warrant. There is a primary charge for the warrant. This is to be entered at the top of the tab.

Charge Code: 511 LOANSHARKING X 511

Charge Type: Charge Classification: FELONY X Charge Level:

Charge Detail (free form):

Bond Type: CASH BOND X Bond Text: Bond Amount: 10000.00 Offense Date: [Calendar Icon]

Bonding Company: [SEARCH] [EDIT] [ADD] [ADDITIONAL BONDING INFORMATION]

Fill in **Charge Code**, **Charge Type**, **Bond Type**, **Bond Amount**, **Offense Date**, and any other desired information. You can also add the **Bonding Company** or search existing ones in iSOMS.



This tab also has buttons to add notes on **Victims** related to the warrant, **Witnesses** to the charged offense, and **Guardians** involved if the defendant is a minor.



# Warrants Guide

In addition, if you needed to add **Other Charges**, they are listed in the table below. To view, edit, or delete a current entry, double-click it.

The screenshot shows a software interface with a table titled "1 Other Charge". At the top, there are tabs for "VICTIM(S)", "WITNESS(ES)", "GUARDIAN 1", and "GUARDIAN 2". To the right are buttons for "EXPORT GRID TO FILE" and "ADD OTHER CHARGE". The table has the following columns: "Entry Date", "Employee", "Charge Code", "Charge Type", "Charge Class", and an edit/delete icon. The data row shows: "05/21/2026 12:39", an empty "Employee" field, "ACCESSORY AFTER THE FACT", "LOCAL ORDINANCE", and "FELON". Below the table is a text input field containing "ACCESSORY TO LOUD NOISE".

Entry Date	Employee	Charge Code	Charge Type	Charge Class	
05/21/2026 12:39		ACCESSORY AFTER THE FACT	LOCAL ORDINANCE	FELON	

Use the **Add Other Charge** button at the far right to add another charge. You will enter the charges and information related to each charge.

This screenshot is identical to the previous one, but a black arrow points from the "ADD OTHER CHARGE" button in the top right corner of the interface down to a separate "ADD CHARGE" button shown in the next block.

ADD CHARGE

Enter the charge details into the fields and click **Add** to save the additional charge.

The "Add Charge" dialog box contains the following fields:

- Charge Code:
- Charge Type:
- Charge Class:
- Details:

At the bottom right, there are two buttons: "ADD" and "EXIT".



# Warrants Guide

## Additional Tabs

The other tabs are not required, but can aid in keeping information on the warrant and individual. Additional details for each tab are listed in that tab's entry in the following pages.

**Certification:** Information on the warrant's certification.

**Receipt:** Details on payment related to the warrant.

**Employer:** Job information for the person issued a warrant.

**Issued By Notifications:** Lists what officer should receive notifications related to the issue of this warrant.

**Summoned to Jail:** Details if the warrant contains a summons to jail.

**Collections:** Details if the person's fee / bond has been sent to collections.

**Attempts:** Use this tab to record serve attempt history.

**Assignments:** This tab will automatically track assignments to officers for this warrant record.

**History:** Use the tab to view the history of warrants issued for this individual.

**Notes:** Use this tab for notes and a written report.

**Images:** Images related to the warrant.

**Attachments:** Attachments related to the warrant.

**Expungement:** Expunging the warrant if you are a Super User.

**People Involved:** Other people involved with the incident that led to the issuing of the warrant.

**Alert Flags:** Use this tab to create alerts whenever this warrant record is opened so that other users will receive notification of important details.

**Warrant Flags:** Mark important details related to this warrant, such as *Violent, Armed & Dangerous, Gang Member*, etc.

**Address History:** Use this tab to record defendant address history.

**Aliases:** Use this tab to record and view defendant alias / name history.

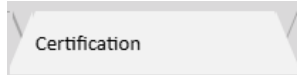
**Features:** Use this tab to record and view defendant physical features, such as scars, tattoos, etc.

**Arrest Location / Arrest Location History:** Use these tabs to record and view defendant arrests from this and previous warrants.



# Warrants Guide

## Certification Tab



Use the **Certification** tab to record certifications or recalls of the warrant.

Reduced Copy Pulled:		Officer:	<input type="text"/>	▼		
Certified:		Officer:	<input type="text"/>	▼		County Certified Mail To: <input type="text"/>
Recalled By Courthouse:		Officer:	<input type="text"/>	▼		
Recalled From Out of County:		Officer:	<input type="text"/>	▼		
Served Certified Copy Returned:		Officer:	<input type="text"/>	▼		Original Pulled: <input type="text"/> Certified Copy Returned: <input type="text"/>
Officer:	<input type="text"/>	▼				

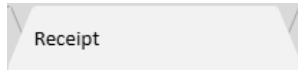
If you do record one of these dates, make sure to add the **Officer** who is assigned (which can be yourself or another user) to keep track of the related officer for the certification or recall.

Certified:		Officer:			
<input type="text" value="05/14/2026"/>		<input type="text" value="603 ELDER, MARTIN WILLIAM -INV"/>	<input type="text"/>	×	



# Warrants Guide

## Receipt Tab



Use the **Receipt** tab to add receipt information for payment received towards this warrant.

Receipt Date:	Receipt Time:			
05/21/2026	00:00:00			
Payment Type:	Receipt By:	Receipt #:	Document #:	Amount:
CASH	603 ELDER, MARTIN WILLIAM -INV	12345	67890	0.00
Receipt Notes:				

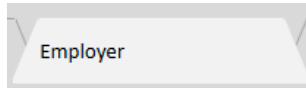
If you receive a payment, make sure to add **Receipt By** (which can be yourself or another user) to keep track of the officer who made the receipt.

Receipt By:
603 ELDER, MARTIN WILLIAM -INV



# Warrants Guide

## Employer Tab



The **Employer** tab keeps information about the person's employment. If you already have the business in your records, simply type the name (such as **JOHN AND COMPANY**) and it will appear automatically. If you don't have the business in iSOMS or for more information on inputting new organizations into iSOMS for quick reference later, see *Appendix A, Business Records* on page 62.

Employer:	JOHN AND COMPANY	SEARCH	EDIT	ADD			
Address 1:	101 MAIN STREET						
Address 2:	Apt/Suite #:						
City:	MARYVILLE	State:	TN	Zip Code:	37803		
Phone:	(865) 222-2222	Email:					
Latitude:		Longitude:					
Occupation:	BIRD WATCHING	Supervisor:		Employment Length:		Normal Hours:	

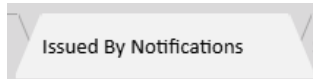
You can also fill out some minor details about the position and employment history:

Occupation:	Supervisor:
WORKER	BOSS MAN
Employment Length:	Normal Hours:
2 years	40



# Warrants Guide

## Issued By Notifications Tab



The **Issued By Notifications** tab lets you choose which officer the warrant issued by should receive notifications.

Department:  
BLOUNT COUNTY SHERIFF'S OFFICE X ▾

Officer:  
603 ELDER, MARTIN WILLIAM -INV X ▾ 🔍

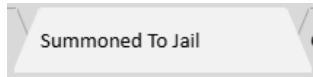
Issued By Officer(free form): \_\_\_\_\_

Notes:  
\_\_\_\_\_




# Warrants Guide

## Summoned to Jail Tab



The **Summoned to Jail** tab lets you record details on if the person was summoned to jail, including date and time and any notes.

Summoned To Jail    Expected To Be At Jail:  Time: \_\_\_\_\_

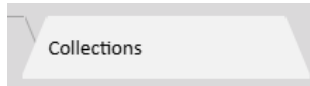
Reference: \_\_\_\_\_

Notes: \_\_\_\_\_



# Warrants Guide



## Collections Tab



Use the **Collections** tab if bonds needs to be sent to collection, including any fee for this. If this later gets cleared from collections, you can add the date for that here as well.

Cash Bond Amount:	Collection Fee:	Total Amount:	Open Amount:
0.00	0.00	0.00	\$

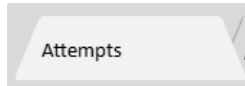
Sent To Collections:		Cleared Date:	
----------------------	---	---------------	---

Notes:



# Warrants Guide

## Attempts Tab



The **Attempts** tab allows you to record the history of attempts to serve the warrant. To view or edit a current entry, double-click it on the grid.

1 Attempt						EXPORT GRID TO FILE	ADD ATTEMPT
Entry Date	Transaction Date	Employee	TransactionType	Attempts	Miles		
05/21/2026 13:08	05/21/2026 00:00		ATTEMPTED SERVICE	1	0		

To add a new attempt history, click **Add Attempt** and record the following:

**Transaction Type:** *Attempted Service, Service of Process, etc.*

### Date and Time

**Officer:** Add the officer who attempted the service.

**Attempts:** Add how many attempts were made.

**Miles:** You can report mileage here.



# Warrants Guide

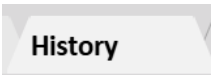
## Assignments Tab



The **Assignments** tab is a **read-only** tab which shows assignments of the warrant, including who previously had the warrant assigned and who was subsequently assigned.

1 Assignment				EXPORT GRID TO FILE
Entry Date	Scanned By	Direction	Scanned To/From	
05/21/2026 12:19	WHITE, SETH	Scanned Out	ELDER, MARTIN WILLIAM	

## History Tab



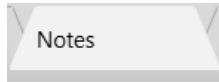
The **History** tab is a **read-only** tab which shows the history of warrants issued for this individual in the past. You can double-click an entry to view that warrant's details.

6 Records												EXPORT GRID TO FILE
Issued Date	Report By	Warrant Number	Warrant Type	Status	Completed Date	Docket Number	Incident Location	City	State	Zipcode	Address	
08/20/2020	ELDER, MARTIN	THECASE						MARYVILLE	TN		1142 OXFORD HILLS	
06/03/2021	ELDER, MARTIN			ACTIVE				MARYVILLE	TN		1142 OXFORD HILLS	
06/03/2021	ELDER, MARTIN			ACTIVE				MARYVILLE	TN		1142 OXFORD HILLS	
06/07/2021	ELDER, MARTIN			ACTIVE				MARYVILLE	TN		1142 OXFORD HILLS	
06/16/2021	ELDER, MARTIN			ACTIVE				MARYVILLE	TN		1142 OXFORD HILLS	



# Warrants Guide

## Notes Tab



The **Notes** tab is used to view or add notes pertinent to the charge. Double-click on any entry in the table to edit or view it.

**Narrative**

1 Note

VIEW STORY EXPORT GRID TO FILE ADD NOTE

Entry Date	Note Date	Employee	Note Type	Notes
08/23/2024 14:22:56	08/23/2024 14:22:56			TAKE NOTE

TAKE NOTE

**Narrative** acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

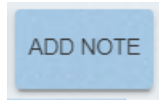
Main Narrative

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis



# Warrants Guide

Use **Add Note** to add a new note.

A screenshot of the "Add Note" dialog box. The title bar says "Add Note". Below the title bar, there is a "Note Type" dropdown menu set to "NOTE", a "Show On View" checkbox, a "Note Date (leave blank to d...)" field with a calendar icon, and a "Time:" field. A large text area contains the text "IN THE BEGINNING..". At the bottom left are "MAINTAIN FILES" and "DRAFTS" buttons. At the bottom right are "ADD" and "EXIT" buttons.

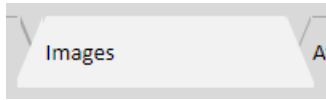
The **View Story** button will show all notes (except Narrative) that have been added on one page.

A screenshot of the "View Story" dialog box. The title bar says "View Story". The main content area is a light blue box containing two entries. The first entry is "07/15/2024 15:35:19 - - MAIN" followed by "A NOTE ON NOTES". The second entry is "07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY" followed by "HELLO THERE".



# Warrants Guide

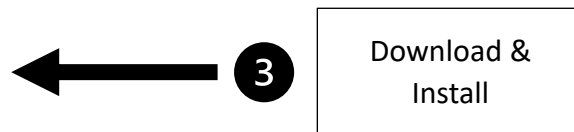
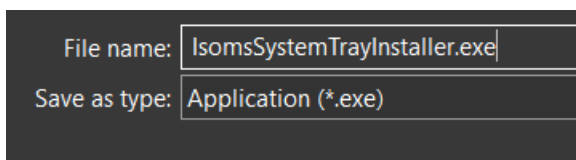
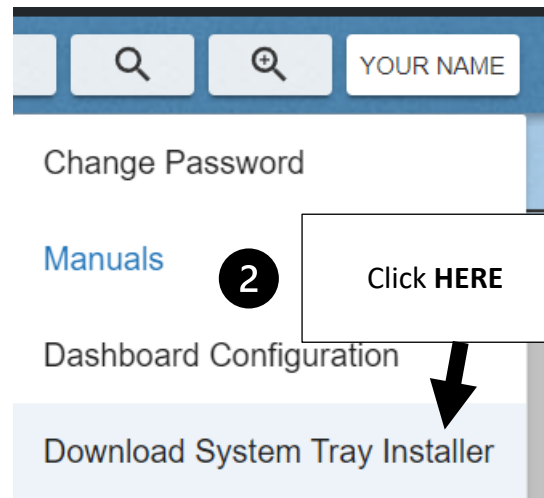
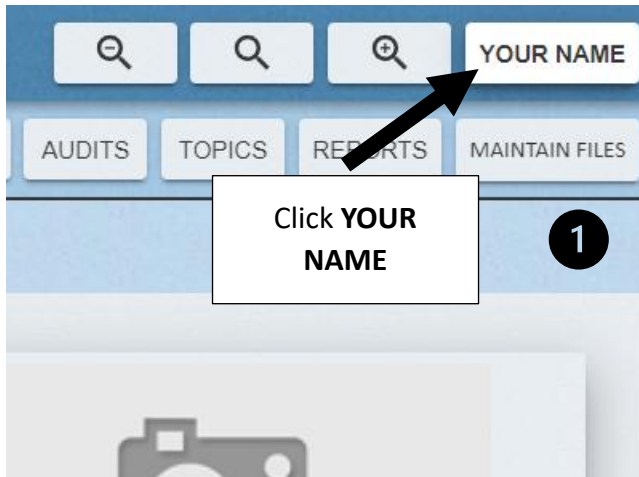
## Images Tab



The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.



To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

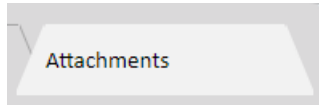



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

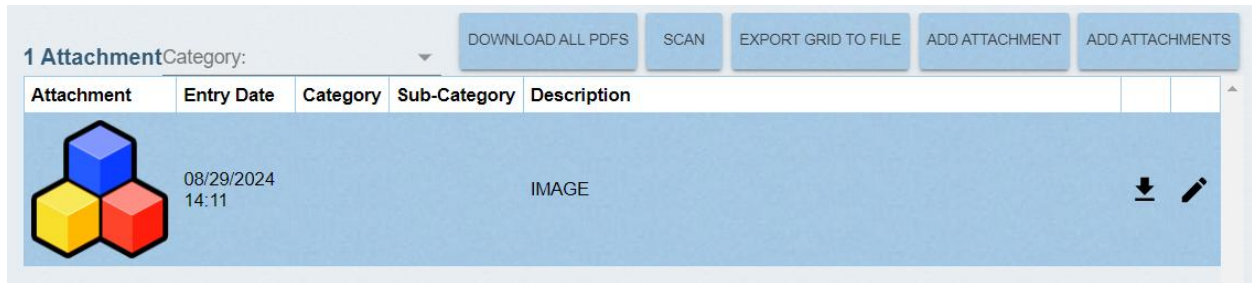


# Warrants Guide

## Attachments Tab

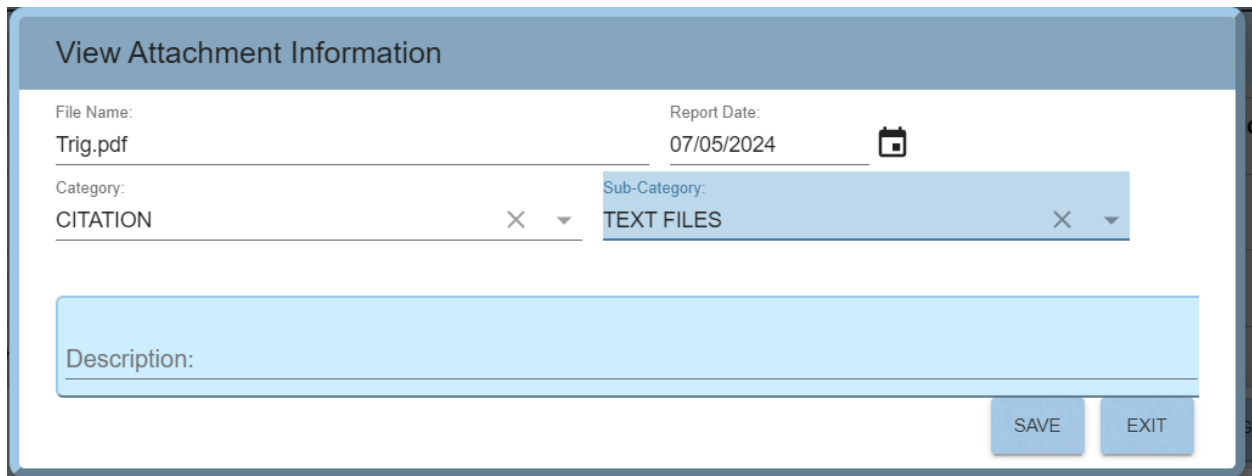
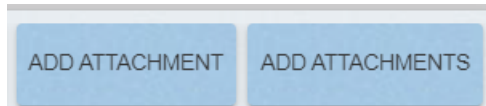


The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.





# Warrants Guide

You can also **Download All PDFs** at once by clicking the appropriate button.

DOWNLOAD ALL PDFS


File name:	files.pdf
Save as type:	PDF File (*.pdf)

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

SCAN

### Scan Attachment

ISOMS Windows App Must Be Running

File Name: \_\_\_\_\_ Report Date: \_\_\_\_\_ 

Category: \_\_\_\_\_ Sub-Category: \_\_\_\_\_

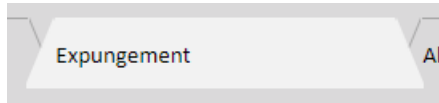
Description: \_\_\_\_\_

CANCEL SCAN DUPLEX SCAN AUTO

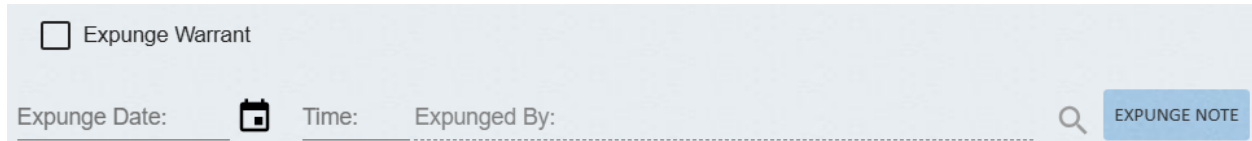


# Warrants Guide

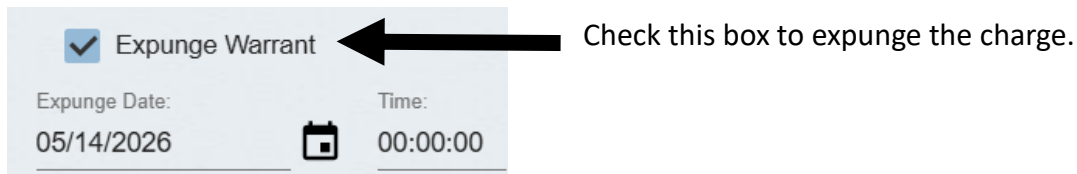
## Expungement Tab



The **Expungement** tab is used if a court order has been issued to expunge the complete warrant record.



Checking **Expunge Warrant** allows Agency Super Users and Booking Super Users to expunge this entire booking. Only users with these security privileges can see the record once it has been expunged – all other employees will not see the booking if the **Expunge Warrant** checkbox is checked.



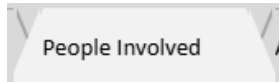
Users with the proper security privileges will still be able to see the record, but users without expungement security privileges will *not* see the expunged record.

If the record was improperly or accidentally expunged, a Super User or an employee with expungement permissions can uncheck the box. After this, the record will be visible to all users again.



# Warrants Guide

## People Involved Tab

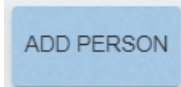


The **People Involved** tab lets you record other individuals (besides the defendant) that are involved in the situation and details relevant to those people. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

1 Person										EXPORT GRID TO FILE	ADD PERSON
Entry Date	How Involved	Relationship	Last Name	First Name	Middle	Post Name	DOB	Age	Home Phone		
05/21/2026			DOE	JOHN			01/01/1965	61			

In order to add a new entry, click the **Add Person** button. Confirm you want to add a new person involved, and then you will see the options to fill in the fields.



View Others Involved

SEARCH PEOPLE    How Involved: ACCIDENT WITNESS    Relationship:    SCAN DL

CHECK NCIC

Hide Name on Report     Hide Details on Report     Safety Restraints Used

Last Name: DOE    First Name: JOHN    Middle Name:    Jr/Sr:   

Nickname/AKA:   

House #:    Direction:    Street:    Apt/Lot #:    City:   

State:    ZipCode:    County:   

Home Phone:    Cell Phone:    Work Phone:    Email:   

**Biographical**    **Employer**    **Juvenile / Child Info**

Race: BLACK OR AFRICAN AMERICAN    Sex: MALE    Height: 0    Weight: 0    Hair Color:    Eye Color:

NO PHOTO

Image #: 0 of 0

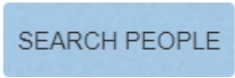
The fields at the top list the person’s involvement and relationship to the people involved. Then identifying fields are below, along with additional headers to add extra info such as *Biographical*, *Employer*, and *Juvenile / Child Info*. For details, see below.



# Warrants Guide

## Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.



This will open the Master Name search screen. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

Master Name: Search

Selecting Replacement Master Name CLEAR CANCEL

UPDATED LAST 7 DAYS ACTIVE RELEASE/PROBATION NEEDS TRIBE VERIFICATION

LOOKUP CLEAR FILTER

Last Name:  First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

House #: \_\_\_\_\_ Direction: \_\_\_\_\_ Street: \_\_\_\_\_ Apt/Lot #: \_\_\_\_\_ City: \_\_\_\_\_

Eye Color:

Driver License #: \_\_\_\_\_ SID #: \_\_\_\_\_ FBI #: \_\_\_\_\_ Jacket #: \_\_\_\_\_ Booking #: \_\_\_\_\_

Select the person from the list to add them, and then click **Save and Select** in the *Others Involved* tab. This will autofill information you have on them.

DOE JAMES RANDAL MASTERSNAME

MERGE UN-MERGE SAVE AND SELECT

Last Name:  First Name:  Middle Name:  Jr/Sr:

Nickname/AKA: \_\_\_\_\_

House #:  Direction:  Street: \_\_\_\_\_ Apt/Lot #: \_\_\_\_\_ City:



# Warrants Guide

## Filling in Information

How Involved:  
PROPERTY OWNER X Relationship: SCAN DL

First, fill in **How Involved** dropdown with how the person is connected to the incident.

How Involved:  
PROPERTY OWNER X

Add the **Relationship** this person has to the other people involved.

Relationship:  
BROTHER

Now you can scan the person's driver license if you click **Scan DL**.

SCAN DL

- Hide Name on Report  Hide Details on Report  Safety Restraints Used

If you need to hide this name or details about the report, check **Hide Name** or **Hide Details**.

Now fill out the information about the person if necessary:

Last Name: DOE First Name: JAMES Middle Name: Jr/Sr:   
Nickname/AKA:   
House #: 123 Direction: MADE UP ST Apt/Lot #: City: MURFREESBORO   
State: TN X ZipCode: 55555 County: RUTHERFORD   
Home Phone: (865)-555-6789 Cell Phone: Work Phone: Email: email@email.com



# Warrants Guide

## Headings

Below the main fields, the headings are available to type additional information about the person.

### Biographical

Fill in the biographical information under this heading, including SS and DL numbers.

Race:	Sex:	Height:	Weight:	Hair Color:	Eye Color:
HISPANIC	MALE	6	180	BLACK	BLACK
Social Security #:	Date of Birth:	Marital Status:	Military:		
123-45-6789	11/20/2000	(Age: 23) COMMON LAW			
Person Type(forms):					
Features:	Clothing:	Gang:			
DL State:	Driver License #:	Class:	Expiration Date:	Restrictions:	Local ID: Other ID:
TN	123-45-67890	D	10/26/2024		

### Employer

Here you can add an employer record. The Employer system works by storing records of employers. This makes it so that you do not have to continuously re-enter the same information on the same business. See **Error! Reference source not found.** on page 62 for more information.

Employer:  
CHICK-FIL-A

Address 1: 555 CHICKEN WAY

Address 2: Apt/Suite #:

City: KNOXVILLE State: TN Zip Code: 37912

Phone: (865) 555-1234 Email: EATMORECHIKN@CFA.COM



# Warrants Guide

## Juvenile / Child Info

Here you can fill out information on the individual if they were a juvenile / child.

Social Security #:	Date of Birth:	Person Type(forms):	Level Of Education:
123-45-6789	11/20/2010	(Age: 13) CHILD	7 TH GRADE
School:			
FORT CRAIG SCHOOL			
Notes:			
NOTES			

Add the **Level of Education** and **School** along with any necessary **Notes**.

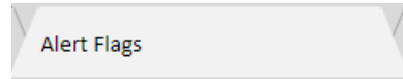
This completes filling out the *People Involved* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

SAVE	DELETE	EXIT
------	--------	------



# Warrants Guide

## Alert Flags Tab



The **Alert Flags** tab is used to view or add alert flags that will create pop up warnings when anyone uses the jacket number that is connected to this warrant record. These flags can be used to make sure other users know critical information. Contact information can be added if a particular person should be contacted when the warning pops up.

1 Alert Flag									EXPORT GRID TO FILE	ADD ALERT FLAG
The Entry Date	Employee	Alert Reason	Agency	Contact Name	Contact Phone	Active Date	Expires On Date	Cleared Date		
07/16/2024		FLIGHT RISK		JAMES DOE	865-555-1234	07/01/2024	07/31/2024			

Alert flags are notifications of critical information that will pop up whenever you open the warrant record. They can be added directly under the **Alert Flags** tab.

You need to add alert flags to help others see important information as soon as they open the warrant record. For example, if an inmate is a member of a gang, a sex offender, or is at suicide risk, the alert flag lets others know these important facts immediately.

### Viewing an Alert Flag

If anyone has added an Alert Flag to a warrant record, then whenever you open the warrant record, the Alert Flag will appear. For example, if a warrant record was marked with an alert flag for being a gang member, then when you open the warrant record, you will see the alert immediately:

Flag Alerts

**JAMES DOE**

1 Flag

Entry Date	Employee	Reason	Agency	Name	Phone	Active Date	Expires On Date	Cleared Date	
07/11/2025	Shared Agency, - 603,	GANG MEMBER		GEORGE	865-555-1234	07/11/2025	07/14/2025		

\* This color indicates an uncleared flag.

NO PHOTO



# Warrants Guide

## Adding an Alert Flag

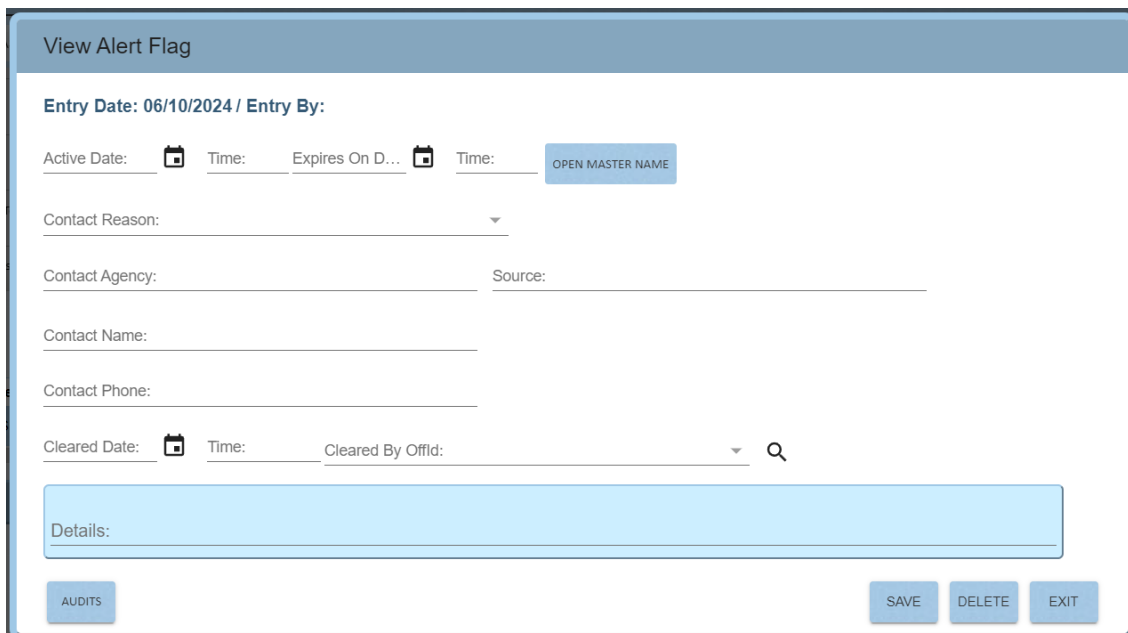
To add an alert flag, click on the **Add Alert Flag** button.



After clicking on the Add Alert Flag button, iSOMS will ask if you want to create a new Alert Flag. Click **Yes**:



This will open the new Alert Flag screen:





# Warrants Guide

## Filling Out an Alert Flag

**Active Date** and time are for when the flag becomes active. If you do not put an active date, the flag will still appear.

Active Date:   Time:

You can add **Expires on Date** to let others know when the reason for the flag is no longer relevant, **but this does not stop the flag from appearing.**

Expires On D...   Time:

The **Contact Reason** fields are for the different alerts. Choose the reason for the alert so whoever opens this warrant will see it immediately. The available options are:

Contact Reason:

Address Changed	Gang Member	Suicide Risk
Armed and Dangerous	Information	Suspected Drug / Narcotics
Currently on Probation	Medical	Suspected Gang Member
Deceased	Other	Suspected Medical Cond.
Flight Risk	Reg. Sex Offender	Trespassing

The **Contact Agency, Source, Name, and Phone** fields are for who to contact when seeing this alert if the information needs to be acted upon.

Contact Agency:

Contact Name:

Contact Phone:

Add a **Cleared Date** (and the ID for the officer who cleared it) to make the alert **stop** appearing when the warrant is opened.

Cleared Date:   Time:

The **Details** box allows you to write notes that appear with the alert. Use this box to communicate additional info beyond the reason given above.

1 Flag

Entry Date	Em
06/10/2024	WH

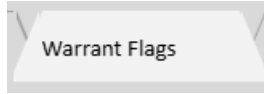
Details:

Gang Leader



# Warrants Guide

## Warrant Flags Tab



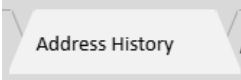
The **Warrant Flags** tab allows you to mark important details related to the defendant of this warrant, such as *Violent, Armed & Dangerous, Gang Member*, etc.

- Most Wanted Person
- Violent or Violent Charge
- Considered Arms and Dangerous
- Felony Charges
- Known or Suspected Gang Member
- Violation Charge
- Technical Violation Charge



# Warrants Guide

## Address History Tab



The **Address History** tab allows you to record the history of addresses of the defendant. To view or edit a current entry, double-click it on the grid.

1 Record									EXPORT GRID TO FILE	ADD RECORD
Entry Date	Employee	Address 1	Apartment	City	State	ZipCode	County	Primary Address		
05/21/2026 13:31		123 MAIN ST		KNOXVILLE	TN	37912		NO		

To add a new address history, click **Add Record** and record address details.

### View Address History

Confirmed Date:  Move In Date:  Move Out Date:   Primary Address

Address Type:  Common/Business Name:

House #:  Direction:  Street:  Apt/Lot #:

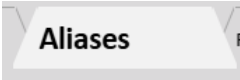
Address 2:  City:  State:  ZipCode:

County:



# Warrants Guide

## Aliases Tab



The **Aliases** tab allows you to record the history of names / info / aliases of the defendant. To view or edit a current entry, double-click it on the grid.

4 Aliases								ADD ALIASES
Entry Date	Employee	Last Name	First Name	Middle Name	Post Name	Alias	DOB	
07/02/2025		DOE	JAMES	RANDAL			01/01/1965	
08/25/2025		DOE	JAMES	RANDAL			01/01/1965	
11/10/2025		DOE	JAMES	RANDAL			01/01/1965	
11/10/2025		DOE	JAMES	RANDAL			01/01/1965	

Aliases will be automatically added when the Master Name is changed. To add a new alias, click **Add Aliases** and add the name and appearance info:

### View Alias

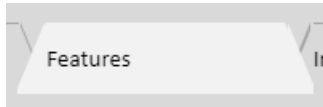
Last Name: <b>DOE</b>	First Name: <b>JAMES</b>	Middle Name: <b>RANDAL</b>	Jr/Sr: <span style="font-size: 0.8em;">▼</span>
Race: <b>WHITE</b> <span style="font-size: 0.8em;">X ▼</span>	Sex: <b>MALE</b> <span style="font-size: 0.8em;">X ▼</span>	Height: <b>502</b>	Weight: <b>201</b>
Hair Color: <b>AUBURN</b> <span style="font-size: 0.8em;">X ▼</span>	Eye Color: <b>BLACK</b> <span style="font-size: 0.8em;">X ▼</span>		
Date of Birth: <b>01/01/1965</b>	Driver License #: _____		
Place of Birth: _____	Alias: _____		

SAVE
DELETE
EXIT



# Warrants Guide

## Features Tab



The **Features** tab is used to view or enter specific features of the inmate, such as a scar or amputation. Double-click an existing entry to edit it.

Entry Date	Feature Type	Location	Feature	Details	
07/04/2024	TEETH	MOUTH	MISSING TOOTH	LEFT MOLAR MISSING	
07/04/2024	BIRTHMARK	RIGHT ARM	BIRTH SIGN HORSE NAME	BIRTHMARK SHAPED LIKE HORSE	

### Adding a New Feature

To add a new feature, click the **Add Feature** button. In the new window, add the **Feature Type**, **Location**, **Feature**, and **Details**. You can also add a photo of the feature if appropriate, as well as any notes needed for later reference.

When finished, click **Save** at the bottom of the window to save the feature.

### View Feature

Feature Type:  
TE TEETH

Location:  
MOUTH

Feature:  
MISSING TOOTH

Details:  
LEFT MOLAR MISSING

Notes:



# Warrants Guide

## Arrest Location Tab

### Arrest Location

The **Arrest Location** is for recording the location of arrest if an arrest occurred due to the warrant.

Common/Business Name:		Intersection:		
House #:	Street:	City:	State:	ZipCode:
123	Direction: MAIN ST	Apt/Lot #: KNOXVILLE	TN	37912
Latitude:	Longitude:			
Zone:	SubDivision:			
School:				

These locations will subsequently be record in the **Arrest Location History** tab so that if the person receives another warrant, you will have an easy way of referencing arrest locations from past warrants.



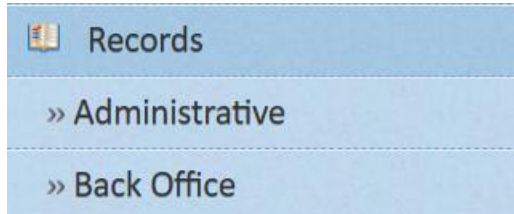
# Warrants Guide

## Warrant Reports

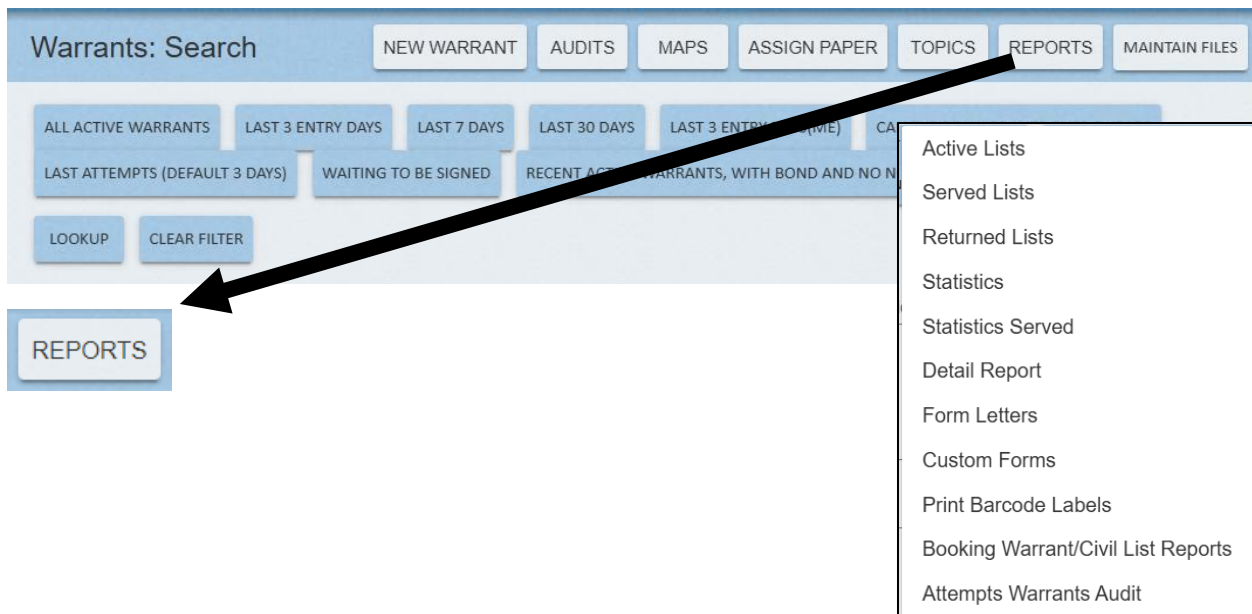
iSOMS has the capability to allow you to print different types of reports for warrant records.

To access the reports, begin on the iSOMS home screen. Navigate to:

**Records** → **Administrative** → **Warrants**



Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.





# Warrants Guide

## Active List Reports

This report displays a list of active warrants in iSOMS over a certain date range. In this way you can see a list of warrants that are currently active (i.e. not yet served). You can choose different date ranges, either **Received Date**, **Issued Date**, or **Court Date**.

**Warrants: Active List Reports**

Report Style  
Active (By Name) ▾

Received From:   Received Through:   Unserved Older Than:    Active Only

Issue Date From:   Issue Date Through:

Court Date From:   Court Date Through:

Court: ▾ Process: ▾ Paper Status: ▾

Entered By: ▾  Assigned To: ▾  Reference #:

Address (partial):  City:  ▾ Zip Code:

Zone: ▾ School:  ▾ SubDivision:

Partial Last Name:  Race: ▾ Sex: ▾ Exclude Other Holds:  (Y/N) ROR Bonds:  (Y/N)

**Report Style** has many different layout and sorting options, such as *Active (by Name)*, *Active (by Court)*, *Public (Street Name Only)*, and more. Pick the one most relevant to your desired result.

Active (By Name)	Active (By Court)	Active (By Issued Date)
Active (By Street)	Active (By Process)	Active (By Bonding Company)
Active (By City)	Active (By Entered By)	Active (By Charge Level)
Active (By Zone)	Active (By Charge Type)	Active (By Charge Type/Level)
Active (By Zipcode)	Active (By Name, with Image)	
Active (By School)	Active (By Name, City, Street)	
Active (By Subdivision)	Active (By Name, City, Charge)	
Active (By Charge)	Public (street name only)	
Active (By Assigned To)	Public (full address)	



# Warrants Guide

You can add various filters to reduce the list if desired.

Court:  Process:  Paper Status:   
 Entered By:  Assigned To:  Reference #:   
 Address (partial):  City:  Zip Code:   
 Zone:  School:  SubDivision:   
 Partial Last Name:  Race:  Sex:  Exclude Other Holds:  ROR Bonds:   
 Exclude Court:  Partial Case #:  Bond Type:  Bond Amount:   
 Charge Code:  Bonding Company:    
 Warrant Issued By:  Issued By Agency (free fo...

There are also checkboxes at the bottom of the report screen which determine what additional details from the warrant will be included, excluded, and filtered on the report. Check your desired options.

All Agencies     Include Main Note     Include Charge Details     Include Address Detail     Include Biographical  
 Exclude NCIC Warrants     Exclude Blank Zone     Active/Assigned To Only     Served Attempts Only     Include Additional Bonding Information Note  
 Expire Over 5 Years Only     Expirable Charges Only

Now, with your chosen parameters, click **View** or **Download** to view the report.

**Report Format:**  
 PDF     Excel     XML     SQL  
           



YOUR AGENCY  
Active Warrants List

Page 1 of 1

Name	Warrant #	Charge	Bond	Zone
DOE, ALAN	2025-0005		0.00	
DOE, ALAN	2025-0004		0.00	
DOE, ALVIN	06166	W-THEFT OF PROPERTY ALL OTHER	0.00	
DOE, JAMES RANDAL		ACTS PROHIBITED; FAILING TO REGISTER AS REQUIRED	0.00	
DOE, JAMES RANDAL	THECASE		0.00	



# Warrants Guide

## Served List Reports

This report displays a list of served warrants in iSOMS over a certain date range. In this way you can see a list of warrants that are already served. You can set the date range based on the **Served Date**.

### Warrants: Served List Reports

Report Style  
Served (By Name) ▼

Served From: 05/22/2026 Served Through: 05/22/2026

Court: ▼ Process: ▼ Paper Status: ▼

Entered By: ▼ Served By: ▼

Major: ▼ Minor: ▼

Address (partial): \_\_\_\_\_ City: ▼ Zip Code: \_\_\_\_\_

Zone: ▼ School: ▼ SubDivision: ▼

Partial Last Name: \_\_\_\_\_ Race: ▼ Sex: ▼ Exclude Other Holds: (Y/N) ROR Bonds: (Y/N)

Exclude Court: ▼ Partial Case #: \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_  Less Than  Greater Than

**Report Style** has many different layout and sorting options, such as *Served (by Name)*, *Served (by Court)*, *Served (by Name, City, Street)*, and more. Pick the one most relevant to your desired result.

Served (By Name)	Served (By Charge)	Served (By Name, Served By, City)
Served (By Street)	Served (By Court)	Served (By Name, Served By, Charge)
Served (By City)	Served (By Process)	Served (By Name, Served By, Zone)
Served (By Zone)	Served (By Charge Type)	Served (By Name, Served By, School)
Served (By Zipcode)	Served (By Major)	Served (By Name, Served By, Process Type)
Served (By Served By Officer)	Served (Group By Name)	Public (street name only)
Served (By School)	Served (By Name, City, Street)	Public (full address)
Served (By Subdivision)	Served (By Name, City, Charge)	



# Warrants Guide

You can add various filters to reduce the list if desired.

Court:  Process:  Paper Status:   
 Entered By:   Served By:    
 Major:  Minor:   
 Address (partial):  City:  Zip Code:   
 Zone:  School:  SubDivision:   
 Partial Last Name:  Race:  Sex:  Exclude Other Holds: (Y/N) ROR Bonds: (Y/N)  
 Exclude Court:  Partial Case #:  Bond Amount: \$   Less Than  Greater Than  
 Charge Code:

There are also checkboxes at the bottom of the report screen which determine what additional details from the warrant will be included, excluded, and filtered on the report. Check your desired options.

All Agencies  Include Main Note  Include Charge Details  Include Address Detail  Include Biographical  
 Exclude NCIC Warrants  Exclude Blank Zone

Now, with your chosen parameters, click **View** or **Download** to view the report.

**Report Format:**  
 PDF  Excel  XML  SQL



### YOUR AGENCY

#### Completed/Served Warrants List

Served Dates From 01/01/2025 Through 05/22/2026

Page 1 of 1

Name	Warrant #	Charge	Served Date	Served By
DOE, JAMES RANDAL	2026-0006	LOANSHARKING	05/21/2026	MWELDER
	Address:	123 N MAIN ST		
	City:	KNOX, TN 37912		
	How Served:	SERVED BY ARREST		

Report Count: 1



# Warrants Guide

## Returned List Reports

This report displays a list of returned warrants in iSOMS over a certain date range. In this way you can see a list of warrants that were returned. You can set the date range based on the **Returned Date**.

### Warrants: Returned List Reports

Report Style  
Returned (By Name) ▾

Returned From: Returned Through: Unserved Older Than:

Court: ▾ Process: ▾ Paper Status: \_\_\_\_\_

Entered By: ▾ Assigned To: ▾

Address (partial): \_\_\_\_\_ City: ▾ Zip Code: \_\_\_\_\_

Zone: ▾ School: ▾ SubDivision: \_\_\_\_\_

Partial Last Name: \_\_\_\_\_ Race: ▾ Sex: ▾ Exclude Other Holds: (Y/N) ROR Bonds: (Y/N)

Exclude Court: ▾ Partial Case #: \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_  Less Than  Greater Than

Charge Code: ▾

**Report Style** has a few different layout and sorting options, such as *Returned (by Name)*, *Returned (by City)*, and *Returned (by Charge)*. Pick the one most relevant to your desired result.

**Returned (By Name)**

Returned (By City)

Returned (By Charge)



# Warrants Guide

You can add various filters to reduce the list if desired.

Filter interface showing various search criteria:

- Court: [dropdown]
- Process: [dropdown]
- Paper Status: [dropdown]
- Entered By: [dropdown]
- Assigned To: [dropdown]
- Address (partial): [text input]
- City: [dropdown]
- Zip Code: [text input]
- Zone: [dropdown]
- School: [dropdown]
- SubDivision: [dropdown]
- Partial Last Name: [text input]
- Race: [dropdown]
- Sex: [dropdown]
- Exclude Other Holds: (Y/N) [dropdown]
- ROR Bonds: (Y/N) [dropdown]
- Exclude Court: [dropdown]
- Partial Case #: [text input]
- Bond Amount: \$ [text input]  Less Than  Greater Than
- Charge Code: [dropdown]

There are also checkboxes at the bottom of the report screen which determine what additional details from the warrant will be included, excluded, and filtered on the report. Check your desired options.

Report Options:

- All Agencies
- Include Main Note
- Include Charge Details
- Include Address Detail
- Include Biographical
- Exclude NCIC Warrants
- Exclude Blank Zone
- Active/Assigned To Only

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

- PDF
- Excel
- XML
- SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER



# Warrants Guide

## Statistics Reports

**Statistics Reports** report statistics on warrant records for a variety of options over a date range. First, pick the *Report Style* you would like to run statistics on, including *City, Zone, Court, Process, Charge*, and more.

Warrants: Statistic Reports

Report Style  
Group By City

Received From: Received Through:

All Agencies

**Warrant Type:**  
 Active  All

**Report Format:**  
 PDF  Excel  XML  SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

You can choose to do only active warrants or all warrants. Now add your date range, and then click **View** or **Download** to view the report.



### YOUR AGENCY Warrant Statistics (By City)

City	Count	% To Total
INDIANAPOLIS, IN	1	0.01
JACKSONVILLE	1	0.01
JEFERSON CITY	1	0.01
KAMSAS CITY	1	0.01
KANSAS CITY	2	0.03
KELSO	1	0.01
KENTON	1	0.01
KNOXVILLE	1	0.01
KNOXVILLEE	1	0.01
KNOXVILLE TN	1	0.01
KODAK	10	0.15
KOXVILLE	2	0.03
LADSEN DRIVE	1	0.01
LAFOLLETTE	9	0.13
LAKE IN THE HILLS	1	0.01
LENIOR CITY	5	0.07



# Warrants Guide

## Statistics Served Reports

**Statistics Served Reports** report statistics on served warrant records for a variety of options over a date range. First, pick the *Report Style* you would like to run statistics on, including *City*, *Zone*, *Court*, *Process*, *Charge*, and more.

**Warrants: Statistics Served Reports**

Report Style  
Completed By City

Received From: 05/22/2026 Received Through: 05/22/2026

All Agencies

**Report Format:**

PDF  Excel  XML  SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

Now add your date range, and then click **View** or **Download** to view the report.



### YOUR AGENCY

#### Warrant Statistics (By City)

Served Dates From 06/01/2025 Through 05/22/2026

Page 1 of 1

City	Count	% To Total
BYBEE	1	7.69
KNOX	1	7.69
MARYVILLE	2	15.38
OAKDALE	2	15.38
TELLICO PLAINS	1	7.69
WARTBURG	1	7.69
No City Specified	5	38.46

Warrant Charge Count: 13



# Warrants Guide

## Detail Reports

**Detail Reports** goes over a record in detail so you can view an information-complete report. You should set it to a specific record by finding the record you want to get the report for. Then you click the **Reports** button from that record.

You can choose if there's anything you would like to hide on the report with the checkboxes. Choose what you would like to show on the report and then click **View** or **Download** to view the report.

Warrants: Detail Report

**Records to Include:**  
 THOMAS ABBOTT

Report Style  
 Full Report

Hide Vehicles       Hide Images       Include Barcode  
 Hide Notes       Hide Attachments       Hide People Involved

**Report Format:**  
 PDF     Excel     XML     SQL

VIEW    DOWNLOAD    EMAIL    ATTACH TO CURRENT RECORD    CLEAR FILTER



YOUR AGENCY  
Warrant Detail Report

Page 1 of 2

### Warrant Report


Warrant #	Court	Court Date	Zone
37501	GSII-1	09/04/2025	ZONE 1

Defendant: **ABBOTT, THOMAS JEFFREY**  
 Address: **2307 CAYUGAS LN**  
 City/State: **MARYVILLE, TN 37801**  
 School:  
 Subdiv:

Sheriff#: **48**  
 Reference #: **T0033948**

Home: **(865) 111-1111**  
 Issued By: **BCSO**  
 DI Number: **TN/123456789**  
 Race: **WHITE**  
 Height  
 Hair: **BD**  
 Alias(s):

Work:  
  
 Weight: **150**  
 Eye: **BLUE**

  
 Cell#:  
 Extradite:  
 SSN#: **XXX-XX-6789**  
 Sex: **MALE**  
 Complexion:  
 Date Of Birth: **01/01/1965**  
 Age: **61**

### Serving Information

Warrant Type: **ARREST**  
 Court: **GENERAL SESSIONS I**  
 Warrant Status: **ACTIVE**

Assigned To: ,



# Warrants Guide

## Appendix A: Business / Organization Records

iSOMS has various sets of business and organization records, which works by storing records of organizations. This makes it so that you do not have to continuously re-enter the same information on the same business or agency. We will use this as an example for **Vets** in the K9 tab of *Use of Force*, but it works for all businesses and organizations that have fields that look like this. (**Employers**, etc.)

Vet: AIRPORT VET SEARCH EDIT ADD

**Address 1:** 123 FAKE ST

**Address 2:** **Apt/Suite #:**

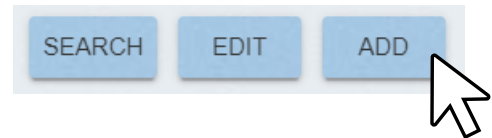
**City:** KNOX **State:** TN **Zip Code:** 37912

**Phone:** (865) 555-6789 **Email:** FAKEEMAIL@FAKEWEBSITE.COM

**Latitude:** 36.0091467 **Longitude:** -83.9797173

### To add a new organization:

Click **Add** to add a new entry. Enter the organization information in the window, click **Add** at the bottom of the window, and then this will be marked as the animal's vet organization.



**Add Veterinarian**

ID #: 0

Animal Vet: BEST VET CO Short Name: \_\_\_\_\_

House #: 5000 Direction: Clinton Highway Suite/Apt #: \_\_\_\_\_

City: KNOXVILLE State: TN ZIP Code: 37912 Latitude: 36.00250312 Longitude: -83.97617593

Address 2: \_\_\_\_\_ Intersection: \_\_\_\_\_

Business Phone: (865)-555-7890 Email: bestvet@thisisafakewebsitereemail.com

**Contact Info**

Notes: Best Vet Company in Town

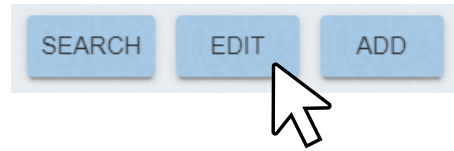
ADD EXIT



# Warrants Guide

## To edit a current organization:

Click **Edit** to edit the current organization which is selected. Click **Save** when you are done editing this organization.



View Veterinarian

ID #: 65758

Animal Vet: BEST VET CO Short Name: BVC

House #: 5000 Direction: CLINTON HIGHWAY Suite/Apt #: \_\_\_\_\_

City: KNOXVILLE State: TN ZIP Code: 37912 Latitude: 36.00250312 Longitude: -83.97617593

Address 2: \_\_\_\_\_ Intersection: \_\_\_\_\_

Business Phone: (865)-555-7890 Email: BESTVET@THISISAFAKEWEBSITEFOREMAIL.COM

Contact Info

Notes: \_\_\_\_\_

SAVE DELETE EXIT



*Continued on the Next Page*



# Warrants Guide

## To use an existing organization:

Click **Search** to use an existing organization.

Enter the name or other identifying info.

SEARCH EDIT ADD

1

ID #:  
0

Veterinarian:  
VET

House #:      Direction:      Street:

Click the **Lookup** button near the bottom of the window in order to find existing records.

2

ALL LOOKUP CLEAR FILTER

Then scroll down the window and select the correct organization from the list by double-clicking their record.

3

1 Record

**Business Name!**

VETCARE VILLAGE

This method can be used for any of the tabs or fields that require an organization, so that you do not have to retype information repeatedly. Examples are showing below.

Employer:  
CHICK-FIL-A



# Warrants Guide

## For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

*First Revision, May 2026*

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