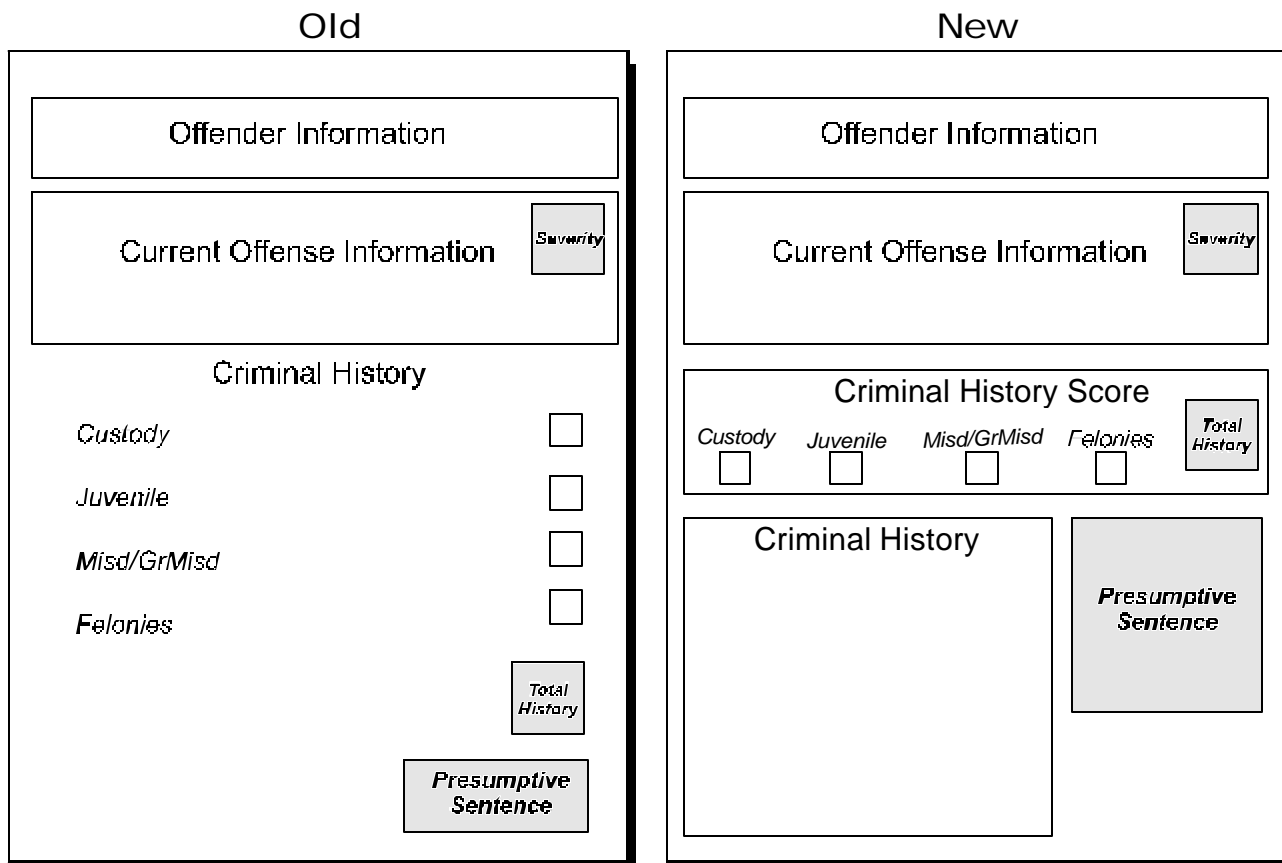


Sentencing Worksheet

The worksheet is used to determine the presumptive sentence for a felony conviction. This is later compared to the *actual* sentence imposed by the court, and where these are different the worksheet alerts the Commission to request the reasons for the departure from the sentencing court. The data collected provides information on sentencing patterns throughout the state.

New Electronic Worksheet System (EWS)

The Minnesota Sentencing Guidelines Commission introduced a web-based application in August of 2000 to complete the sentencing worksheet and replace the manual process that uses typewritten multi-part forms. Although its appearance is slightly changed, the elements of the worksheet are unchanged.



~ Features ~

Electronic Worksheet System (EWS)

- ❖ Sentencing worksheets are now submitted directly into a statewide database accessible to Minnesota's criminal justice practitioners.
- ❖ This new application will reduce the work required for completing and submitting a sentencing worksheet and it will result in more accurate, timely, and complete information.
- ❖ To further the goal of statewide integration of criminal justice data, the worksheet system is directly linked to Minnesota's Statewide Supervision System (SSS).
- ❖ The same security system is used for both systems and only one log-on process is required.

Some Specific Advantages

Uniformity

- Creates a uniform format in which worksheets are entered and submitted.

Accuracy

- Reduces errors through a system of edits during entry.
- Moves MSGC toward improved data analysis.

Speed

- Reduces delivery time of a worksheet to MSGC and other recipients.
- Reduces review time of worksheet by MSGC.

Convenience

- Provides ability to view and print worksheets.
- Provides search method for specific worksheets.
- Provides ability to e-mail worksheet files to interested recipients.

Security

- Allows agencies to examine other agencies' worksheets only after they have been reviewed by MSGC.

System Requirements

- Browser: Microsoft Internet Explorer 5.0 (or higher) or Netscape 6.0 (or higher).
- Viewer: Adobe Acrobat Reader 4.0 (or higher).

Electronic Worksheet System (EWS)

Sentencing Guidelines Electronic Worksheet System (EWS)

- ◆ Worksheets received by MSGC since August 2000 now available
- ◆ Accessible to all agencies on Statewide Supervision System after making special arrangements with Statewide Supervision System Manager
- ◆ Agencies currently entering worksheets directly into the system include:
 - Anoka County Community Corrections (Coming Soon)
 - Arrowhead Regional Corrections
 - Carlton, Cook, Koochiching, Lake, St. Louis
 - Central MN Community Corrections
 - Aitkin, Crow Wing, Morrison Counties
 - Dakota County Community Corrections
 - DOC-Carver, Goodhue, LeSueur, McLeod, Scott & Sibley
 - DOC-Beltrami, Cass, Clearwater, Itasca, Kittson, Lake of the Woods, Marshall, Pennington, Roseau
 - DOC-Becker, Clay, Mahnommen, Ottertail
 - Dodge/Fillmore/Olmsted Community Corrections (Coming Soon)
 - Hennepin County Department of Community Corrections
 - Ramsey County Community Corrections
 - Rice County Community Corrections
 - Tri-County Community Corrections
 - Red Lake/Polk/Norman Counties
 - Todd/Wadena Community Corrections (Coming Soon)
 - Washington County Department of Court Services (Coming Soon)

~ How to Search and View ~

Electronic Worksheets

1. Search for a sentencing worksheet in one of two ways:

a) Searching on the Sentencing Guidelines Lookup screen

b) Searching on the Client Lookup By Name screen (making sure to include Sentencing Guidelines Worksheets in your search)

- Once you select a case, you can view the sentencing worksheet information on the right hand side of the screen by clicking on the various links on the left hand side of the screen or print it in Adobe Acrobat Reader by clicking on "View/Print."

View/Print

Links

Sentencing Worksheet Information

View in Adobe Acrobat Reader.
You may now print a hard copy or save it as an Acrobat .pdf file.

Minnesota Sentencing Guidelines Commission
Email: scgsc@prob.state.mn.us
Phone: (651) 295-1144

SENTENCING WORKSHEET
Date of Worksheet: 06/13/2001
Date of MSQC Review: 06/13/2001

SAMPLE

Offender and Court Case Information

Name: Test, Gerald	County: Olmsted (55)
DOB: 07/15/1976	Case #: KX9903782
Gender: Male	Court Case Date: 05/30/2000
Race/Ethnicity: Asian	Prepared By: Jones, Bob

Conviction Offense

Sheet Count: 1	Court #: 1	Severity Level: 3
Offense Title: Theft Over \$2,500.00		
Offense Date: 01/01/2000		
Conviction Statute: 609.52.2(1)	Penalty Statute: 609.52.3(5)	
Adm Statute:		
Modifiers: None		

Criminal History Score

Custody Status Points: 0	Juv Points: 0	Miss/GM Points: 0	Felony Points: 0	Total Criminal History Points: 0
Type: None				

Prior Offenses Included in Criminal History Score

Type	Offense Title	Units/Weight	Exp. Date
Juvenile	No Juvenile Prisons		
Miss/GM	No Miss/GM Prisons		
Felony	No Felony Prisons		

Punishment Duration

Stay

Punishment Duration: 12 months and 1 day