



## Minnesota Criminal Complaint Process Comparison of Manual and eCharging Systems and Benefits

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<u>Manual</u>	<u>eCharging</u>	<u>Benefits</u>
Incident Report is created.	Incident Report is created.	
Report physically delivered to prosecutor.	Report electronically referred to prosecutor.*	Eliminates transport time, less paper.
Incident data entered into prosecutor's records system.	Complaint created from electronic incident data.*	Reduces data entry time, reduces error rates that lead to mismatches.
If decision is made to <u>not</u> charge, a paper offender-tracking form is completed and sent to BCA.	If decision is made to <u>not</u> charge, system notifies eCharging, which passes data to relevant BCA systems.*	Less time completing and mailing forms; more complete information at BCA.
Prosecutor finalizes complaint in their system.	Prosecutor finalizes complaint in their system.	
Prosecutor signs complaint.	Prosecutor electronically signs complaint.	Keeps process electronic.
Prosecutor staff sends phone calls/e-mails to ensure complaint is processed.	Prosecutor can receive e-mail notifications of process steps, and check progress online.	Greater confidence in process, reduced time tracking down lost or misfiled paper copies.
Law enforcement officer comes to prosecutor's office to sign complaint.	Officer receives e-mail that complaint is ready for signing online.	Officer provides direct public safety services instead of traveling.
Officer signs complaint.	Officer electronically signs complaint.	Keeps process electronic.
Notary witnesses officer signature and notarizes complaint.	Notary witnesses officer's electronic signature and electronically notarizes complaint.	Keeps process electronic.
Officer or staff calls/e-mails to ensure complaint is processed.	Officer can receive e-mail notifications of process steps, or check progress online.	Greater confidence in process, reduced time tracking down lost or misfiled paper copies.
Officer brings complaint to Court.	Court receives e-mail notification that complaint is ready for judicial signatures online.	Reduces transport/waiting time carrying complaint, allowing officer to perform public safety services.

Court clerk or officer waits for opportunity to inform judge that complaint is ready.	Judge receives e-mail notification that complaint is ready.	Reduces waiting time.
Judge signs complaint.	Judge signs complaint electronically.	Keeps process electronic.
Court staff enters complaint data into court systems.	Data passed automatically into court systems.**	Saves data entry time, reduces error rates that lead to mismatches.
Copies of signed complaint made for law enforcement and prosecutor.	Prosecutor and officer receive e-mail notification that signed electronic version is available. Can be stored electronically.	Reduced need for paper.
<b>Overview:</b> Time-intensive paper management, redundant data entry, higher error rate, less transparency of workflow, more paper, more vehicles/fuel.	<b>Overview:</b> Instantaneous data transmission, no redundant data entry, reduced error rate, high transparency of workflow, less paper, no vehicles/fuel.	<b>Benefits:</b> Reduced time, reduced costs, more accurate data, and improved public safety.

\* Incident process is enabled in Carver County, and will be deployed in Freeborn County in January 2010 and in Goodhue County in February 2010. St Louis County does electronic referral internally.

\*\*Data passage between prosecutor and court is enabled via court eFiling, which was rolled out previously in three of the four pilot counties.