

Published Elements of Criminal Complaint

The elements are arranged in categories to suggest a logical location within the complaint.

It is recognized that the prosecutor may not have all of the information detailed in these elements at the time of charging. Therefore, the elements have been categorized by level of importance to indicate: 1) the degree of need; 2) the purpose for which the court needs each element; and 3) the time period by which the information should be conveyed to the court if not done at charging. Elements listed as *Mandatory for Case Initiation* are the minimum items required to initiate a case in MNCIS. Elements listed as *Mandatory for Case Disposition* are pieces of information the court needs to complete its record of the case and/or that the court has a statutory obligation to pass on to other agencies following disposition. Elements listed as *Important* are pieces of information that are important to the court's or other agency's record keeping as indicated.

Data Elements	Level of Importance
Case Level Information	
Defendant's Name	Mandatory for Case Initiation
Alias Name(s)	Important (to assist BCA in compiling a complete record of criminal history)
Date of Birth	Mandatory for Case Disposition
Alias Date(s) of Birth	Important (to assist BCA in compiling a complete record of criminal history)
Defendant's Address	Important (for additional identifying information, and for the court and other agencies to use in contacting defendant)
Indication that Complaint has been amended (if applicable)	Mandatory for Case Processing
Prosecutor's File Number	Important for cross-referencing purposes
SID – State Identification Number	Important (to assist BCA in compiling a complete record of criminal history)
Fingerprint Status	Important (to assist court in fulfilling its statutory obligation to order fingerprinting and photographing if not already done)
Per Count Information:	
Count Number	Mandatory for Case Initiation
Statute Type	Mandatory for Case Initiation
Offense Date (single date or range of dates)	Mandatory for Case Initiation
Statute Number and Text Description	Mandatory for Case Initiation
Offense Level	Mandatory for Case Initiation
Controlling Agencies	Mandatory for Case Disposition for Felonies, Gross Misdemeanors, and Targeted Misdemeanors

Control Numbers	Mandatory for Case Disposition for Felonies, Gross Misdemeanors, and Targeted Misdemeanors
Control Function (Arresting Agency, Booking Agency)	Important (to assist BCA in matching up controlling agencies and control numbers)
Case Specific Factual Information:	
Driver's License Number	Important (when required for DPS certification)
Plate Number	Important (when required for DPS certification)
Alcohol Concentration (if a DWI)	Important (when required for DPS certification)