

## CRIMINAL HISTORY WORKSHEET INSTRUCTIONS

**Offender Name:** Enter the name most commonly used by the Defendant. Name entered should match the name used on Criminal Information.

**Date of Birth:** Enter numerals to indicate the date of birth. Example: 03/25/1962.

**Sex:** Enter “M” for male and “F” for female.

**SID #:** Enter the Defendant’s State Identification Number (SID). It may be obtained from the Criminal Information or from the local law enforcement agency handling the case. If this is the *first* arrest for the defendant, the SID number may not be available.

**Date of Worksheet:** Enter the date the worksheet was prepared.

**Circuit Case #:** Enter the circuit court case number.

**County:** Enter the name of the county in which charges are filed.

**Offense:** Enter the name of the offense for which the Defendant was charged.

**Statute #:** Enter the A.C.A. number for which the defendant was charged. Indicate the substantive crime, e.g., rape, theft, murder, etc. *Do not* put the statute code for “conspiracy,” “attempt,” or “solicitation” to commit an offense in this blank.

**Date of Offense:** Enter the date of the charged offense.

**Person Completing Form:** Enter the name of the person completing the worksheet.

**Modifiers:** Indicate if the offense was for “conspiracy,” “attempt,” or “solicitation.” The seriousness level for an inchoate offense is one (1) level below the substantive offense.

**Criminal History Supplement:** If an offender has more than five (5) prior convictions in any category, list additional convictions on an additional Criminal History Worksheet.

**Multiple Offenses:** Circle the number of the prior conviction which represents the most serious offense among multiple offenses for a single course of conduct. For example, if a defendant is charged with residential burglary, breaking and entering, and theft of property, circle residential burglary because it is the most serious offense. For departure purposes, multiple offenses for a single course of conduct may be listed and identified as such on the Criminal History Worksheet.

**Adult Felonies - Levels 6-10:** List the name of the offense for each prior conviction. There are no restrictions on the date of an offense or conviction date at these levels.

**Level:** Indicate the seriousness level for listed charges. Refer to the Seriousness Reference Table in the *Arkansas Sentencing Commission Sentencing Standards Grid, Offense Seriousness Rankings and Related Material* manual. Out-of-state, redefined, and unranked offenses shall be ranked at the level of the most comparable offense in this State. Refer to the Addendum to the Seriousness Reference Table in the standards manual.

**Disposition Date:** Enter the date of disposition for listed charges.

**Points:** One (1) point is given for each prior conviction on Levels 6-10. There are no time limitations on counting prior convictions at this level.

**Adult Felonies - Levels 1-5:** List the name of the offense for each prior conviction.

**Level:** See above.

**Disposition Date:** See above.

**Points:** One-half (.5) of a point is given for each conviction for offenses on Levels 1-5. Prior felony offenses at these levels will not be counted if a period of fifteen (15) years has elapsed since the date of discharge from or the expiration of the sentence, to the date of the current offense.

**Adult Class A Misdemeanors:** List prior convictions of Class A misdemeanors where the offender was charged as an Adult. Prior offenses must have occurred within ten (10) years of the current offense.

**Level:** Adult Class A Misdemeanors do not have seriousness levels. This field is not applicable for these offenses.

**Offense Date:** Indicate the offense date of the listed Adult Class A Misdemeanor convictions.

**Points:** One-fourth (.25) of a point is given on each conviction of an Adult Class A misdemeanor. No more than one (1) point may be accrued from Class A misdemeanor convictions.

**Juvenile Adjudications:** List prior juvenile adjudications. Weight is assigned only to judicial adjudications of delinquency for offenses for which a juvenile could have been tried as an adult and which the trial court deemed relevant to sentencing in the current proceeding.

**Level:** Compute the seriousness level as if the offense was committed by an adult. See above.

**Offense date:** See above.

**Points:** One-fourth of a point (.25) is given for adjudications where the juvenile could have been tried for a felony offense as an adult. However, one (1) point is given for the following more serious offenses: capital murder, murder in the first degree, murder in the second degree, kidnaping in the first degree, aggravated robbery, rape or battery in the first degree. If one of the prior adjudications is one of these more serious offenses, up to two (2) points may be accrued. If not, no more than one (1) point may be accrued. The juvenile offense(s) must have occurred within ten (10) years of the current offense.

**Custody Status:** Indicate if the defendant was on any type of criminal justice restraint for a felony at the time the current offense was committed. Criminal justice restraints include, but are not limited to incarceration, pretrial bond, suspended imposition of sentence, probation, parole, post-prison supervision, appeal bond, and release pending sentencing for a prior crime. A maximum of one (1) point may be accrued.

**Total Points by Classification:** Indicate the total points accrued for each classification as follows: total points for Adult Felonies - Levels 6-10; total points for Adult Felonies Levels 1-5; total points for Adult Class A Misdemeanors (maximum of 1); total points for Juvenile Adjudications (maximum of 2); and total points for Custody Status (maximum of 1).

**Total Criminal History Points:** Enter total points accrued, including a custody status point, if applicable. Round down to the nearest whole number.

**Current Offense:** Indicate the statute number of the current charge.

**Seriousness Level:** Indicate the seriousness level of the current offense. See Arkansas Sentencing Commission Seriousness Reference Table.

**History Score:** Indicate the total criminal history score from above.

**Presumptive Sentence (Prior to January 1, 2018):** If the offense date is prior to January 1, 2018, indicate the presumptive sentence found on the sentencing grid at the intersecting cell of the seriousness level and the total criminal history score.

**Presumptive Sentence Range (Prior to July 1, 2005):** If the offense date is prior to July 1, 2005, indicate the range 5% below and 5% above the presumptive sentence. This may be found in Section III of the sentencing standards manual. If the offense date is July 1, 2005, and thereafter, this section is not applicable.

**Presumptive Sentence Range (January 1, 2018 and thereafter):** If the offense date is January 1, 2018 and thereafter, indicate the presumptive sentence range found on the sentencing grid at the intersecting cell of the seriousness level and total criminal history score.