



## ARMS Policy Board Meeting Minutes

**DATE:** November 19, 2015  
3:30 PM

**PLACE:** City of Urbana – Council Chambers  
400 South Vine Street, Urbana, IL

**MEMBERS PRESENT:** Captain Matt Myrick (proxy for Chief Jeff Christensen, UIPD)  
Chief Anthony Cobb, CPD  
Chief Erman Blevins, RPD  
Lt. Bryant Seraphin (proxy for Chief Pat Connolly), UPD  
Chief Allen Jones (proxy for Sheriff Dan Walsh), CCSO

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Sanford Hess, Urbana IT  
Dave Wakefield, Urbana IT

**OTHERS PRESENT:** None

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**1. Call to Order**

Acting Chair Jones called the meeting to order at 3:33 p.m.

**2. Additions to the Agenda**

There were none.

**3. Approval of Minutes**

Chair Jones asked for a vote to approve the minutes. The minutes were approved unanimously.

**4. Public Input**

There was none.

**5. Staff Report**

- eCitations
  - Sanford described a meeting with the Circuit Clerk's office to plan for eCitations. He stated that there is some proactive thinking occurring for integration with ARMS and JANO.

- Sanford said that he committed to prepare a high-level view of integration in March, and that the group is working towards a spring RFP.
- Update on IDOT Pedestrian Stops
  - Sanford stated that the IDOT Pedestrian Stops extract process is operational.
  - Sanford said that this should complete the programming for Pedestrian Stops.
- Field Reporting rollout, proposed timeline:
  - Sanford said most Field Reporting programming was completed by November.
  - In January, testing began with Sergeant Chacon, Sergeant Thompson, and others. Changes since January are mostly surface changes about colors, text, and buttons.
  - Proposed schedule:
    - Fri, Feb 26 – End of Development and Testing
    - March 14 – March 21 – Agencies conduct training
    - Tues, March 22 – “Cutover Day”
  - Sanford described how training will be conducted with recorded videos.
    - Sanford asked how feasible it would be to conduct hands-on training.
    - The group decided it was not realistic to do that, and the changes are limited enough that it is not necessary.
  - Sanford emphasized that it’s not too late for additional people to be testers. He encouraged all police agencies to send people to the ARMS team. An hour of on-site work at the City of Urbana is enough to get started.
  - Sanford discussed that there is now a Use of Force page that will print separately, and that it will be up to each Jurisdiction to define a practice for using those.

**6. Reports of committees and officers.**

There were no committee reports.

**7. Unfinished business.**

- Proposed ARMS Security Policy
  - This item remained tabled.

**8. New Business**

- Election for Vice Chair
  - This item was deferred because several members were represented by proxies, and it would be unfair to them to have an election without them.
- **Budget:** Sanford presented the proposed 2017 ARMS Budget for approval.
  - Sanford discussed the proposal for a half-time documentation specialist.

- Sanford said that this will cause there to be a spending deficit of \$15,600 (the amount by which expenditures exceed revenues).
- Sanford discussed three options to close the gap:
  - Invite smaller agencies to join the ARMS program.
  - Spend out of the ARMS Fund balance, which is approximately \$68,000.
  - Amend the ARMS agreement to increase contributions.
- Chief Jones suggested that someone from the ARMS group should meet with the village police departments as a starting point for the discussion with them.
  - The group decided to hold off on reaching out at this point.
- Chief Jones asked if the new role could “work themselves out of a job”.
  - Sanford agreed that if someone did a good job, it would be possible for the documentation to reach a point where a half-time person isn’t needed.
  - The group agreed to consider this a one-year position at this point.
- Chief Cobb made a motion to approve the budget, covering the overage from the fund balance.
  - Seconded by Chief Blevins.
  - Passed unanimously.
- **Address formats used in ARMS**
  - Sanford requested guidance on standardizing address formats, to adopt the County GIS standard (that is already used by METCAD).
    - Captain Myrick motioned, and Chief Blevins seconded, to match the County standard.
    - Passed unanimously.
  - Sanford said that old data in ARMS will not be changed. The change will impact new incidents and updates to information after the change occurs.

## 9. Adjournment.

The meeting adjourned at 4:43 PM.