ARMS Policy Board Meeting Minutes

DATE: May 18, 2017
                        3:30 PM

PLACE: City of Urbana – 2nd Floor Conference Room
                        400 South Vine Street, Urbana, IL

MEMBERS PRESENT: Chief Jeff Christensen, UIPD
                        Chief Anthony Cobb, CPD
                        Chief Sylvia Morgan, UPD
                        Sheriff Dan Walsh, CCSO
                        Lt. Jeff Wooten, RPD

MEMBERS ABSENT: None

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

OTHERS PRESENT: None

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1. **Call to Order**
The meeting was called to order at 3:35 pm by chair Walsh.

2. **Additions to the Agenda**
   - Chief Morgan brought up online reports by citizens, and said that CPD has some entry form for that.
        o Chief Cobb said that a form exists, but that the information is then entered by staff; it is not automatically updated to ARMS or Tiburon.
        o Sanford asked to discuss that under New Business.

3. **Approval of Minutes**
   - Motion to approve the agenda by Lt. Wooten, seconded by Chief Christensen.
   - The minutes passed unanimously.

4. **Public Input**
There was none.

5. **Staff Report**

   - eCitations

- o Sanford said that we're waiting on a file from Quicket that would contain the Citation data.
- o Dave Wakefield added that there's some programming that would be needed, and that there are many fields on the input file.
- o Chief Cobb asked for a timeframe on next steps.
    - Sanford said the decision was made by the Agencies to wait for the interface before the pilot would begin.
    - Sanford estimated a July-August timeframe for the CCSO to begin their pilot.

- Development Update:

    - o Sanford explained that another piece of programming recently was to improve the process to import Field Reports into ARMS records. This should speed up the data entry significantly, and (for e-Citations) a lot less direct data entry.

- Case Management
    - o Since February, a working group from most jurisdictions has been walking through Case Management and deciding on Best Practices. This was the next item prioritized by the User Group.
    - o Sanford said that a big success was to import JANO information and match that information to Case Numbers to better track and manage which cases were closed in JANO.
    - o There were some suggestions coming out of the working group to improve the Case Management screens.

- Budget
    - o Sanford noted that the City finalized its allocated budget numbers, and this led to a $900 increase in the overall ARMS budget, which changes the amounts to be billed for ARMS.

- IACP Technology Conference
    - o Sanford said that he is attending the IACP conference to learn about CAD/RMS software packages.

- MDC Connectivity
    - o There was a meeting on May 17 to discuss the lag in connections through the MDCs.
    - o Sanford said that Motorola is conducting some tracing on the MDCs and comparing that without passing through IWIN.
    - o Sanford said that all indications point to the State as the issue, and escalating the issue seems to be the problem.

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

- There were none.

7. **Unfinished business.**

- The group discussed the "Arrest-Related Deaths" UCR information.
  - Chief Morgan noted that a change since the first discussion was to have four codes to identify the types of Arrest-Related deaths.
  - Sanford reported that this suggestion came from CCSO, to capture the information once.
  - The group discussed that this makes it more complicated for officers.
  - Chief Cobb asked about a two-step process – where selecting "Arrest-Related Deaths" would cause the second box to require an answer.
  - After some discussion, the discussion was made to remain with the single option for Arrest Disposition.
  - Sanford said that some renaming of the Arrest Dispositions will occur, and the new option will be called "In Custody Death".

- Parkland College has expressed interest in using ARMS.
  - The board discussed whether there is a need for an IGA.
  - Sanford reported that the agreement states that there needs to be an IGA for Governmental Agencies by the Lead Agency, with written notice to the others.
  - The board directed Sanford to pursue that path.

8. **New Business**

- Election of a new Vice-Chair.
  - Chief Christensen nominated Chief Morgan. Lt. Wooten seconded.
  - Chief Morgan was elected Vice-Chair unanimously.

- Online police reports
  - Sanford described that entities can create their own online forms, and that each entity would need to then create a file in a layout for ARMS Import.
  - The Policy Board suggested that this be sent to the ARMS User Group for discussion. For example, how many teleserves are collected?

9. **Adjournment.**
- The meeting adjourned at 4:25 PM. Chief Cobb motioned for adjournment, and Chief Christensen seconded. The vote was unanimous.