Area-wide Records Management System

ARMS Policy Board Meeting Minutes

DATE:	August 15, 2019 3:30 PM
PLACE:	City of Urbana – 2nd Floor Conference Room 400 South Vine Street, Urbana, IL
MEMBERS PRESENT:	Chief Craig Stone, UIPD - Chair Chief Tony Brown, RPD Chief Anthony Cobb, CPD Sheriff Dustin Heuerman, CCSO Chief Bryant Seraphin, UPD
STAFF PRESENT:	Sanford Hess, Urbana IT Dave Wakefield, Urbana IT Tim Smith, Urbana IT
OTHERS PRESENT:	Jeff Wooten, METCAD Mark Toalson, City of Champaign IT

1. **Call to Order -** The meeting was called to order at 3:31 PM by Chair Stone.

2. **Additions to the Agenda**
   - None.

3. **Approval of Minutes**
   - Motion to approve the minutes by Chief Brown, Second by Sheriff Heuerman.
   - The minutes passed unanimously.

4. **Public Input**
   - None.

5. **Staff Report**

   - Development update
     - Tim Smith described work on the following:
       - Expungements – Tim created juvenile and cannabis expungement reports to help find records to expunge, but expungement is still a few steps.
       - New field report edits to improve data capture.

- ▪ Tim wrote queries for CPD lawsuits and UIPD Audit reporting.
- ▪ On August 20, Tim will release changes for patrol to improve visibility and touch screen usability – move into production on Tuesday
- ▪ Tim is still working on supporting other browsers besides Internet Explorer.
  - o Dave Wakefield described work on the following:
    - ▪ SQL Server reporting – work is under way by Sharme Vaideeswaran, an intern. Dave is creating data extracts, while Sharme is creating reports.
    - ▪ Progress is occurring, although there were some false starts to look into other tools before the current tool was selected.
- • Sanford described updates to national Use of Force reporting
  - o There are now some federal standards for Use of Force reporting, but it is voluntary at this point.
  - o For ARMS to produce the new standard files would require changing to a more detailed extract, much like NIBRS.
  - o Sanford said that given the timeline for an RMS replacement, this does not seem to be a priority at this point. It will remain on the list of future enhancements until the Policy Board decides there is more urgency for this task.

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

- • There were none.
- • Plans were made for the Treasurer, Sheriff Heuerman, to meet with Sanford to go over the ARMS Fund's finances to report at a future meeting.

7. **Unfinished business.**

- • Report from the RMS Working Group
  - o Sanford presented a summary of the scoring from the functional specifications.
    - ▪ He described how the overall scoring rate from Tyler's Yes/No answers are fairly high - with the exception of a few areas. (Details were provided in the scoring memo delivered in the packet.)
  - o Sanford noted the areas where additional investigation is needed to clarify the costs for Services. These topics are planned to be discussed this fall, with a goal of getting pricing by November.
    - ▪ Data capture during Field Reporting: CIT, Use of Force, etc.
    - ▪ IDOT Traffic Stop & Stop Sheet forms will require purchasing an e-Citation solution. This could be Tyler's Brazos solution, or it could be Quicket.
    - ▪ Summary UCR Reporting. Tyler's solution is NIBRS compliant, but doesn't help with Summary UCR reporting in the manner ARMS does now.
      - • Sanford stated that the State's shift to NIBRS reporting (1/1/2021) will probably happen before the switch to the new RMS System. So Summary UCR counts may not be needed.
    - ▪ Clery reporting – Tyler may not have the supplementary information included in the information entered by UIPD. More information is needed.

- Name searches across jurisdictions. Seeing incidents from the same name in different jurisdictions.
    - o Sanford reported that the recommendation of the Working Group is to move ahead with requesting pricing from Tyler.
    - o Sanford said that we will request pricing for many components, including some that may not be used right away.
        - The group discussed the benefits of considering modules that fulfill needs and/or replace existing solutions for Crime Analysis, Ordinance Adjudication (for Municipal and Traffic Courts),

- Sanford said that a site visit to Kankakee County is planned for September 10, by the Working Group. The trip is planned for one day.

8. **New Business**
- Recommendation to the METCAD Policy Board about RMS replacement
    - o Chief Seraphin made a motion for the ARMS Policy Board to request pricing from Tyler – and to get pricing for ALL of the modules. Chief Brown seconded the motion. The vote was unanimous in favor of the motion.

- Allowing read-only agencies to use a browser for ARMS access
    - o Read-only agencies currently cannot access ARMS through a browser.
        - This makes ARMS harder to use, because it is only available in text mode.
        - Tim Smith noted
    - o Chief Seraphin motioned to grant access through a browser to the read-only agencies. Sheriff Heuerman seconded. The vote was unanimous in favor of the motion.

- Chief Seraphin asked for an update about where the RMS software might reside and which agency will be the lead agency.
    - o Sanford said that there was an action item from May to explore pricing for running the RMS separately (at the County) and together with the CAD software (at METCAD).
    - o Sanford reported that there were discussions in June with Tyler to determine the size of the hardware needed. Ultimately, running them on separate hardware would double the costs.
    - o Jeff Wooten described how METCAD's budget for hardware was sized to be sufficient to run the RMS also.
    - o Sheriff Heuerman said that, based on the costs to run the CAD and RMS separately, Champaign County supports co-locating the systems in one place.
    - o The group discussed whether changes to the ARMS agreement, or a new agreement, might be necessary in the future. Decisions on this were deferred until a future time.

9. **Adjournment**
- Having reached the end of the agenda, Chief Stone adjourned the meeting at 4:35 PM.