ARMS Policy Board Meeting Minutes

DATE: August 18, 2016
                       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
                       Lt. Jeff Wooten, RPD
                       Chief Pat Connolly, UPD
                       Sheriff Dan Walsh, CCSO

MEMBERS ABSENT: None

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

OTHERS PRESENT: None

1.   Call to Order
The meeting was called to order at 3:33 p.m.

2.   Additions to the Agenda
There were none.

3.   Approval of Minutes
- Motion to approve the agenda by Chief Cobb and seconded by Chief Christensen.
- The minutes passed unanimously.

4.   Public Input
There was none.

5.   Staff Report

- eCitations
  - Sanford gave an update that the deadline for the eCitations RFQ was moved back a week to August 26.
  - Sanford reported that NTAs and Crash Reporting were re-affirmed as key requirements.

- Development Update
  - o Dave completed out three smaller enhancements.
  - o The SAO inquiry was delivered so that SAO can see which Field Reports (and Supplementals) exist for an incident.
  - o Field Reporting Permissions is in programming now.
    - Chief Christensen asked about the Use of Force entry. If a UIPD officer recorded the Use of Force on a report in a different jurisdiction, then how will it show up?
      - Sanford said it will show up in the officer's "home" Jurisdiction, due to the Badge Number's Jurisdiction.
    - Chief Connolly asked about having the "Assist other Agency" report associated with the Person.
      - Dave described that the entry of the "Assist other Agency" could be associated with the person, but it would require a second step.
      - The current process shows you only your own Jurisdiction's contacts.

- Documentation update:
  - o The Documentation writer is rejoining the ARMS team.
  - o Her first task will be to update the Field Reporting User Help.

6. **Reports of committees and officers.**
There were no committee reports.

7. **Unfinished business.**

- Proposed ARMS Security Policy
  - o Sanford walked through the draft version that was sent in the meeting packet.
  - o Decisions were made:
    - The ARMS team will be the primary contact for creating user IDs.
    - Password resets will not be decentralized to the Government Agencies.
  - o Chief Cobb asked about tracking "who looked at what records" in ARMS.
    - Sanford said that it would be added to the "To Do" list.

- Sanford announced that the CJIS text will soon pop-up when people sign on to ARMS.
  - o Later, a setting could be put in place to not display the CJIS warning if jurisdictions already have that as part of their network sign on.

- Other agencies coming on to ARMS.
  - o Sanford said that this will probably occur more as eCitations are rolled out.

8. **New Business**

- A discussion occurred regarding capturing critical information related to people, e.g. medical conditions.

- o ARMS updates were discussed. This information would be entered as "F10" Special Alerts.
- o Separately, there's a need to communicate this information to HR for employees. That is outside of ARMS.
- o There was a discussion about identifying common "Names" records based on a match of name and DOB, and identifying Special Alerts across all of them.

- Sanford suggested that the ARMS User Group should have more seats, and have them assigned by role in addition to jurisdictions.
  - o Sanford proposed 2 seats per jurisdiction.
  - o Sanford proposed 5 Seats reserved by role: records, patrol officer, patrol sergeant, detective, and a read-only agency representative.

9. Adjournment.
- Chief Cobb made a motion to adjourn, seconded by Lieutenant Wooten and approved unanimously.
- The meeting adjourned at 4:42 PM.