Area-wide Records Management System

ARMS Policy Board Meeting Minutes

DATE: May 19, 2016
                       3:30 PM

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

MEMBERS PRESENT: Chief Jeff Christensen, UIPD
                       Chief Anthony Cobb, CPD
                       Lt. Jeff Wooten (proxy for Chief Erman Blevins), RPD
                       Chief Pat Connolly, UPD
                       Captain Shane Cook (proxy for Sheriff Dan Walsh), CCSO

MEMBERS ABSENT: None

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

OTHERS PRESENT: None

1.   **Call to Order**
Acting Chair Cook called the meeting to order at 3:32 p.m.

2.   **Additions to the Agenda**
There were none.

3.   **Approval of Minutes**
   - Sanford Hess noted two corrections to the February minutes regarding motions and seconds.
       o Motion to approve the budget was seconded by Chief Blevins.
       o Motion to adopt addressing was motioned by Captain Myrick and seconded by Chief Blevins.
   - Chief Connolly motioned to approve the minutes with these changes.
       o Chief Cobb seconded.
       o The minutes passed unanimously.

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

5.   **Staff Report**

- eCitations
  - Sanford described some pre-thinking on the JANO integration and presented an overview.
  - Sanford noted that local NTAs are not the *primary* focus for eCitations.
    - The ARMS Policy Board wanted to emphasize that local NTAs and eCrash are important focuses for the ARMS Agencies.
    - Sanford took as a staff action item to bring the emphasis on local NTAs and Crash Reporting to the eCitation working group.

- Field Reporting update:
  - Sanford stated that the April 5 rollout was followed by a major "fixpack" on 5/17.
  - Sanford described that the narrative was streamlined to remove the rich text editing – so it lost the ability to do bold, underline, italics, etc.
  - However, the streamlining let Dave improve how the system was behaving with Timeouts.
  - Sanford described what's next:
    - Some other fixes and improvements will be next.
    - Bringing back rich text editing is going to be back-burnered.

- Other programming
  - Sanford said that other changes lie ahead now that Field Reporting is complete, and that cross-jurisdiction Field Reporting writing is next.
    - Sanford said that he'll send out a copy of the design for review.
    - Chief Christensen brought up a concern about the Use of Force entries for supps in other jurisdictions.
    - One suggestion that was made was to use the Use of Force crime code.

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

7.   **Unfinished business.**

- Election of Vice Chair
  - Chief Christensen nominated Chief Connolly. Chief Cobb seconded.
  - Voting was unanimously for Chief Connolly.

- Updated Budget for FY 2017
  - Sanford presented the changes in budget since the last version.
    - Dave Wakefield was reclassified to be an exempt employee, in exchange for a 2% increase.
    - This had a small increase on the other payroll lines, but changed the Overtime line item to zero.

Up to 30:45

- Proposed ARMS Security Policy
  - This item remained tabled. *(Although it was discussed further in New Business).*

- Sanford raised the topic of adding other agencies.
  - This might be a follow-on item once the e-Citation procurement completes.
  - Sanford related that the ARMS Agreement has the option to add other agencies, and the Member Agencies can set the pricing.
  - This item remains tabled.

8. **New Business**

- Request by SAO for additional access to Field Report lists.
  - The SAO has requested access to the list to verify that they have the reports.
    - Sanford clarified that the SAO will not be able to open and print the reports, just see the list of reports.
    - This control will be based on the Jurisdiction "Z" and User Account starting "SAO".
  - Chief Cobb motioned that the list of reports be made available to SAO users, using the logic above.
    - Chief Connolly seconded.
    - Motion passed unanimously

- Should there be a charge for Read-Only Access to ARMS?
  - The group had a discussion first of who has that access.
  - Sanford said that 86 people have "read-only" access.
  - Sanford said that lists would be sent out for review.
  - The Policy Board made a recommendation that non-Member agency users who do not log on within three months would be deactivated.

- Identifying communication points for Records, Patrol, and Detectives.
  - Sanford said that contact information for all three areas will be gathered, and that phone numbers will be updated.

9. **Adjournment.**
- Chief Christensen made a motion to adjourn, seconded by Chief Cobb and approved unanimously.
- The meeting adjourned at 4:24 PM.