

**AREA-WIDE RECORDS MANAGEMENT SYSTEM (ARMS)
POLICY BOARD**

NOTICE OF MEETING

DATE: August 20, 2015

TIME: 3:30 PM

LOCATION: 400 S. Vine St.
2nd floor Executive Conference Room

Those wishing to attend should dial 128 on the phone located next to the 2nd floor security door.

A G E N D A

1. Call to Order and Roll Call
2. Additions to the Agenda
3. Election of Officers
 - Chair
 - Vice-Chair
 - Treasurer
3. Public Input
4. Staff Report
5. New business
 - Action Item - Establish Policy on Electronic Attendance
 - Action Item - Establish Policy on counting Abstentions (with Yes, with No, or not at all)
 - Action Item - Identify "Official" record keeper of the ARMS Policy Board
 - Action Item - Approve ARMS Operating Budget
 - Action Item - Approve removing two fields from ARMS Field Reporting Face Sheet: "Shift" and "Computers"
 - Discussion - Proposed ARMS Security Policy
6. Adjournment

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 384-2466 or TDY at 384-2447.

Budget for the ARMS 2016 Fiscal Year

The budget for the 2016 Fiscal Year is similar to the current year. Both years are shown below:

Line Item	Fiscal 2015 Budget	Fiscal 2016 Budget
PROGRAMMER/ANALYST ^(note 1)	63,612	65,018
SALARIES – INTERN ^(note 2)	818	2,886
CONTRACTUAL PROGRAMMER	0	0
OVERTIME	6,682	6,682
NON-UNION LONGEVITY PAY	0	0
EMPLOYEE INSURANCE	8,010	7,719
IMRF	9,160	8,233
FICA	5,432	4,974
<i>Administration (25% of Salary + Benefits above)</i>	22,403	23,878
CITY COMPUTERIZATION	1,357	869
TRAINING AND EDUCATION ^(note 3)	6,000	3,000
DATAGATE LICENSE/MAINT. ^(note 4)	15,000	12,000
CITY INSURANCE	2,400	2,400
TRANSFER-WORKER'S COMP	410	410
CITY TELEPHONE	140	140
VERF CONTRIBUTION ^(note 5)	6,000	0
Total	147,424	138,209

Notes on the budget:

- 1) The salary for the Programmer increased along with the rest of the City of Urbana.
- 2) The Urbana IT intern spent the bulk of her summer on ARMS tasks, so her salary split (with the Urbana General Fund) was changed to reflect her work.
- 3) The training/education budget was decreased based on past spending. Should new technology be introduced to ARMS (e.g. for electronic evidence management), this could increase again.
- 4) The "Datagate License" budget line is now used for **ALL** additional software licensed for ARMS. This budget was lowered (after being raised in 2015) because the costs for the DB2 Query reporting tool were lower than expected.
- 5) The City of Urbana has a Vehicle/Equipment Replacement Fund (VERF), but the ARMS fund did not contribute to it in 2015 (or in prior years). Instead, the surplus from FY 2014 was retained in the balance of the ARMS Fund, to serve as the basis for a future ARMS Replacement.

Proposed Changes to Field Reporting – Removing 2 Fields

There are two changes planned that will remove fields from the Field Report Face Sheet.

Both of these changes were approved by the ARMS User Group – and the “Computers” field was discussed with the UCR lead at the State Police.

- Remove the “Shift” field on the Field Report as it is not consistently used – and is a source of confusion. *The time of the incident is separately captured.*
- Remove the checkbox that indicates if Computers were used in the crime. It may have been needed at some point, but it is not requested by the ISP now, and is also a source of confusion now. If it is kept, the proposal is to move it to the Offense level.

The screenshot shows a software window titled "UU9920001" with a menu bar containing "INCIDENT", "Offense", "People", "Business", "Property", "Matrix", "Narrative", "Pending Supp", "Use of Force", and "Exit". The main form area contains several input fields and checkboxes. The "Shift" dropdown menu is open, showing options 1, 2, 3, and 4. A red arrow points to this menu. The "Computers" checkbox is located in the "Juvenile Incident" section, with another red arrow pointing to it. Other fields include "Officer Number" (3433), "Case Number" (UU9920001), "METCAD Event #", "Officer Used Force" (Yes/No), "Occurred" (Date/Time), "Reported" (Date/Time), "Arrived" (Time), "Location" (Street #, Street, Street Name, Apt. #, Cross Street, City, Location Type, GEO), "Officer Injury", "Related Offenses", and "Related Incidents". Buttons for "Show Synopsis", "PRINT", and "LOCK" are also visible.

A proposal for ARMS Security guidelines.

- 1) Any person seeking ARMS access must be fingerprinted on a “Criminal Justice Applicant Card” and it should be to a standard (... defined by the ARMS Policy board).
- 2) The person seeking ARMS access must sign a request for access that stipulates basic security assumptions (... defined by the ARMS Policy Board). An example is attached.
- 3) The person must have a secure workspace, defined as one where the computer station is in a locked area and the public does not have access to the computer workstation (... or as defined by the ARMS Policy Board).



Kansas Department for Aging and Disability Services Information System Resources User Security Agreement

Rev. 07/01/2012

I understand that all the client information contained on Kansas Department for Aging and Disability Services (KDADS) computer systems/or any other agency's computer systems to which I have access is confidential. I agree not to copy and/or disclose any information regarding persons who have applied for, have received, or who are receiving public assistance, other benefits or services from KDADS to any unauthorized groups or individual; or to any person for any purpose other than the administration of the KDADS programs using these computer systems.

I also agree to protect all information available to me through interfaces with other agencies, whether the information is on the KDADS computer systems via direct computer access; from hard copy documents; or other means of communication. This includes but is not limited to information from the Internal Revenue Service, the Social Security Administration and the Departments of Employment Security, Revenue and Administration.

I understand that I may only use Information System Resources for those specific functions for which I have been authorized.

I understand that the password(s) I create is or are confidential, may not be shared, and shall be used only by myself. If I suspect anyone else has knowledge of my password, I will report it immediately to my supervisor or to KDADS HELP DESK and will change my password at that time. I understand my password will change at least every sixty days.

I understand whenever I leave my work area that I must take precautions to secure the information by signing-off my personal computer or invoking a password protected screen saver.

I have read this entire document and agree to abide by its terms. I also understand that any violation of this agreement may result in disciplinary action which may include access being revoked. Furthermore, I understand that I may be prosecuted if I knowingly and intentionally use any KDADS computer systems/or any other agency's computer systems I access for fraudulent or other unlawful purposes.

PLEASE COMPLETE THE FOLLOWING, THEN PRINT THIS PAGE, SIGN, AND RETURN TO THE KDADS HELPDESK AT THE ADDRESS LISTED BELOW:

User Information:

Please Type or Print Clearly

NAME _____ Email _____
First MI Last

Function / Job Title _____ Phone Number _____

Signature of User _____ Date _____

Access Requested:

Please Type or Print Clearly

KAMIS (Attach the Roles) CTO HDM NFT
 ADRC Contacts PACE Nursing Facility Applications Other _____

Security Authority for Organization: *

* Nursing Facilities Security Authority = Administrator/Operator
 AAA/CME/CIL Security Authority = Executive Director (or their designee on file with KDADS ISD)

Name _____ Email _____
 Title _____ Phone Number _____

Organization Name _____ Nursing Facility State ID _____

Organization Address _____
Street City Zip

Signature of Security Authority _____ Date _____

Return the original or Fax to:

Attn: KDADS HELP DESK, Information Services Division
 New England Building, 503 S. Kansas Ave.
 Topeka, KS 66603

For assistance: HelpDesk@kdads.ks.gov
 Phone: (785) 296-4987
 Fax: (785)-296-0256