



## ARMS Policy Board Meeting Minutes

**DATE:** February 16, 2017  
3:30 PM

**PLACE:** City of Urbana – 2<sup>nd</sup> Floor Conference Room  
400 South Vine Street, Urbana, IL

**MEMBERS PRESENT:** Chief Jeff Christensen, UIPD  
Chief Anthony Cobb, CPD  
Lt. Jeff Wooten, RPD  
Lt Bob Fitzgerald, UPD (proxy for Chief Pat Connolly, UPD)  
Chief Deputy Allen Jones (proxy for Sheriff Dan Walsh, CCSO)

**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 3:33 pm by acting chair Chief Deputy Allen Jones.

**2. Additions to the Agenda**

There were none.

**3. Approval of Minutes**

- Motion to approve the agenda by Chief Christensen, and seconded by Lt. Wooten.
- The minutes passed unanimously.

**4. Public Input**

There was none.

**5. Staff Report**

- eCitations
  - Sanford discussed the strategy for importing eCitations into Field Reporting.
  - From the ARMS perspective, there are many operational questions about eCitation entry that need to occur with Quicket.
  - The Policy Board discussed timing for ordering equipment (printers, scanners).

- There was discussion about whether eCitation printing would work on letter-sized paper.
  - Development Update - These changes were made on February 14:
    - ARMS is now using encryption for information back and forth to the server. There have been some issues with certificate errors at CPD, which are being addressed. Other people are unknowingly accessing “green screen” sessions, and we’ll be following up with them.
    - CIT form was released
      - This is NOT a required part of the process for Field Reporting now. This is going to depend on how the CIT forms flow from officers to records.
      - A part of the new process is the ability for officers to enter Field Interviews in Field Reporting. For now, the record staff need to re-enter all of the FI information on a person – later that might change.
    - Change logging was added – for now only to the Incident Face Sheet. It will log add, change, and deleted activity.
      - Later, logging might be added for looking up people – but that is not in place now.
  - Development Update - Changes – NOT in ARMS yet.
    - Name file alerts are going to be updated in an upcoming change, to do a better job showing alerts by importance.
  - UCR reporting
    - New Crime Code index rules were reviewed with the ARMS User Group and updated to ARMS in January, based on revisions from the state.
    - Sanford said that no changes to ARMS are planned for the “Deaths in Custody” report. The assumption is that people who complete UCR reports would be aware of Deaths of Custody.
      - There was a discussion of having a Deaths in Custody offense code.
  - ARMS Documentation
    - Some UPD Records Staff have been contributing towards ARMS documentation.
6. **Reports of committees and officers.**
- There were none.
7. **Unfinished business.**
- ARMS Security Policy – revised

- Sanford incorporated some wording changes in the ARMS Security Policy:
  - One change is to clarify that the background check must be state and federal fingerprint background.
    - Lt. Wooten suggested a wording change to clarify that it is “Illinois State Police and Federal” (instead of “Illinois and Federal Police”) fingerprint background check.
  - A better definition of a secure workstation was included.
    - Motion to modify the Security Policy (with the wording suggested by Lt. Wooten) was made by Chief Christensen, and seconded by Lt. Wooten.
- Revising the makeup of the ARMS User Group.
  - Sanford presented the list of people who were suggested for the User Group.
  - Two qualified candidates were suggested for the Records seat.
  - The group decided to include both of the Records candidates, and have 16 people on the User Group.

## 8. **New Business**

- Parkland College has expressed interest in using ARMS.
  - Parkland wanted to have a new employment code for Parkland Staff and Students.
  - Parkland also requested CLERY capabilities.
    - Chief Christensen clarified that CLERY is geographically based, but Title IX reporting could include Parkland students with off-campus activity.
  - The Policy Board gave guidance to the ARMS team to get Parkland set up as Read-Only users.
    - No changes are planned to ARMS for Parkland.
    - Parkland people can still be identified on the Names file, as the Employer.

## 9. **Adjournment.**

- The meeting adjourned at 4:23 PM.