



# Area-wide Records Management System

## ARMS Annual Report - Fiscal Year 2018

This is the Annual Report stipulated by the ARMS Agreement. This report covers the period from July 2017 to June 2018. There are two sections below: achievements during the fiscal year and a financial summary of the ARMS fund.

*Submitted by Sanford Hess, Urbana IT Director and Dave Wakefield, ARMS Programmer. 11/9/2018*

## ARMS Achievements during Fiscal Year 2018

### Case Management Improvements

The result of the Spring 2017 Case Management User Group was two sets of recommendations. Some changes were deemed too large to address now - for example, changing Case Management to be focused on the person, not the Crime. However, a group of small/medium sized changes were performed as a set of work. Some of the highlights include:

- Consolidating the Crime Code data in Case Management with those in the Incident file. What was previously two different entries is now a common set of information, viewable from two places. This applies to all of the information shown, such as Status, Status Date, Disposition, and Juvenile flag.
- Many Case Phases were retired, and the list still in use is now associated with Case Status values, helping to improve the quality of the Phase/Status data.

### Routing Improvements

Several improvements to tracking routed Reports (and Supps), including tracking SAO routings in a more structured way, tracking routings of each report within a File Number (Face Sheets vs. Supps), and notifying users when they attempt to mark an unlocked report for routing to the SAO – and giving them the chance to lock it at that point in time.

### Improvements to the tracking of Video and other digital evidence

We added validations to ensure evidence tags are printed for property types classified as video/digital evidence. In addition, we created several new DB2 queries for evidence sent to SAO

### Allow SAO to see the Field Reporting overview only for a given case

This allows the SAO to see the list of supplemental reports they should expect for that case. No further access to the report detail or other ARMS information is allowed.

### Field Reporting Data improvements

Several changes were combined together into a piece of work to improve the data in Field Reporting. Those changes were:

- Update person's age when the Report Date Occurred changes.
- ARMS and Field Reporting now use the same number of digits for number of premises
- The Field Reporting property import was bringing in the wrong value for loss code 6.
- Get Name from ARMS was bringing in oldest employer info instead of newest.
- We now create a log entry whenever Master or Supplemental field reports are deleted, to document what happened.
- Allow Field Interviews to pull METCAD data even if the METCAD agency is other than the report writer

### Improve Report and Supplemental report number entry

Several small improvements to reduce the number of mistakes in entering Report numbers. First, ARMS now requires both the old and new report numbers to be entered on a rename. Second, there is now a one-step dropdown option to create a Supplemental to an existing report – reducing the situations when Supps were created for the wrong report. Finally, we added a pop up box to enter the new report number when creating and no longer default the number.

### Created a secure method for agencies to disable users

Agencies can now disable User Profiles for users who have left employment without having to involve ARMS IT. Because the User Profile is a separate item from the ARMS Account, just removing someone's ARMS Account wasn't closing their Profile – leaving open the possibility that the user could still access the AS/400 system architecture, even if they cannot get into ARMS. So there is now an additional layer of security to help disable the User ID completely.

### Added ability to restrict activities by badge number

We added a capability for various restrictions to be placed on a specific badge number. The first such restriction was to limit a badge number to see only their own field reports. This was done to so that other people could be permitted very restricted access to ARMS – for example allowing the Urbana Fire Department to enter CIT field reports without allowing them to see any Police report information. The file is structured so that additional uses of this limiting ability can be easily added in the future.

### CIT Form Changes

Minor changes continued to occur to improve on the CIT form:

- Under Symptoms: added choices for Paranoia, Crying, Depression
- Under Nature of Incident: added "Domestic"
- Modified suicide related Crime codes to be Suicide Ideation, Suicide Attempt, Suicide Completion
- Added a field to indicate whether CIT was Police, Fire, or Other originated based on a new flag in the badge number file.

- Added a field to record the FOID status: Yes, No, or Unknown

### Changes to IDOT / Pedestrian Stops screens

We modified the Pedestrian Stop sheet screen so the order of the 'Administrative' choices matches the paper form. Also, we added the ability to delete IDOT and Pedestrian stop sheets started in error.

### Catch up JANO data from the period since 5/19/2017

The SAO changed the layout of the file used to transmit this data, causing data to be missed between these dates. We worked with Kirk Bedwell to correct this and load the missed data. JANO data is used in several ways now by ARMS Agencies, including resolving the final status of Cases and identifying the charge & case resolution for cases with body camera footage.

### Bugs and Enhancements

On a day-to-day basis during the year, many small updates occur and issues are resolved. Sometimes the problems are due to data setup, and other times it's the software program that needs to be fixed. Dave Wakefield, the ARMS Programmer, is the direct point of contact for ARMS and many users have expressed their appreciation for his great work and supportive disposition.

Comprehensive statistics about ARMS programming are not available because the only problems recorded are those that cannot be quickly resolved. These problematic issues are considered either "bugs" or "enhancements" and are entered in a tracking Access Database.

It's worth defining the difference between these:

- 1) A "bug" is when the system is not working the way it's supposed to work.
- 2) An "enhancement" is when the system doesn't work the way someone wants it to work.

One reason bugs may not be fixed right away is that they may have a low impact. Another reason is that they may require significant work, or could require a reboot of ARMS (which is disruptive). Ideally, they are selected to be fixed when other programming work impacts the same screen. Fixing bugs can also be a "filler" task among larger work. **22 bugs were closed during this time. As of June 30, 2018, there were 19 open bugs.**

Enhancements are set aside to be prioritized after current work is complete. **41 new enhancements were submitted during the period from July 1, 2017 – June 30, 2018, while 24 were closed.**

# ARMS Financial Summary- Fiscal Year 2018

The 2018 fiscal year financial results appear below. Some key notes:

The ARMS Fund balance at the beginning of fiscal year 2018 was \$108,438.

- For the Fiscal Year 2018, revenues exceeded expenses by \$15,764. (Details below – and this might change)
- **As of June 30, 2018 the ARMS Fund balance is \$124,202**, which will be retained in the fund.

FY 2018 Revenue (\$138,663) was slightly higher than budget due to investment income.

FY 2018 Expenses were below budget by \$14,919:

- The overtime line, which is used for Documentation writing, was underused. Only 9% of the \$5,000 budget was used. This led to a savings in payroll-related costs like FICA and IMRF.
- Technology Services (software, contractual, etc.) was under-budget by almost \$5,000.
- Training money was not used because Dave's attendance at the NIBRS training was paid by the Federal Government.

### ARMS Revenue – 2018 Results

Budget Category	Object Code	Account Description	Budget Amount	Actual Amount	Excess Revenue	Percent Collected
REVENUE	41602	ARMS AGREEMENT	113,512	114,216	704	100%
REVENUE	45000	INVESTMENT INCOME	600	1,073	473	179%
REVENUE	49100	TFR FROM GENERAL FUND	23,374	23,374	0	100%
<b>Revenue Sub-Total</b>			<b>137,486</b>	<b>138,663</b>	<b>1,177</b>	<b>101%</b>

### ARMS Expenses – 2018 Results

Budget Category	Object Code	Account Description	Budget Amount	Actual Amount	Unspent Budget	Percent Used
PERSONNEL	50110	SALARY - REGULAR EMPLOYEES	68,048	67,787.2	260.8	99%
PERSONNEL	50120	SALARY - TEMPORARY EMPLOYEES	0	0	0	0%
PERSONNEL	50131	REGULAR OVERTIME	5,000	472.11	4,527.89	9%
PERSONNEL	50210	INSURANCE	6,476	65,29.92	-53.92	101%
PERSONNEL	50220	FICA AND MEDICARE	5,635	5,094.82	540.18	90%
PERSONNEL	50251	IMRF & SURS	9,058	7,862.75	1,195.25	87%
CONTRACTUAL	51500	SHARED IT COSTS	2,010	1,497.9	512.1	75%
CONTRACTUAL	52102	TECHNOLOGY SERVICES	12,000	7,134.91	4,865.09	59%
CONTRACTUAL	52320	TRAVEL, EDUCATION AND TRAINING	3,000	0	3,000	0%
CONTRACTUAL	52600	UTILITIES	232	160.13	71.87	69%
TRANSFERS	59100	TFR TO GENERAL FUND	23,549	23,549	0	100%
TRANSFERS	59370	TFR TO RETAINED RISK FUND	2,810	2,810	0	100%
TRANSFERS	59610	TFR TO INFORMATION TECH FUND	0	0	0	0%
<b>Expense Sub-Total</b>			<b>137,818</b>	<b>116,463.74</b>	<b>14,919.26</b>	<b>85%</b>

2019 Fiscal Year Budget

The ARMS 2019 budget is below. As budgeted, **expenses exceed revenues by \$800.**

Budget Category	Account Number	Account Description	Budget Amount
Revenue	41602	ARMS AGREEMENT	146,109
Revenue	45000	INVESTMENT INCOME	800
Revenue	49100	TFR FROM GENERAL FUND	30,284
		<b>Revenue Budget Sub-Total</b>	<b>177,193</b>
PERSONNEL	50110	SALARY - REGULAR EMPLOYEES	94,492
PERSONNEL	50120	SALARY - TEMPORARY EMPLOYEES	0
PERSONNEL	50131	REGULAR OVERTIME *	2,500
PERSONNEL	50210	INSURANCE	9,744
PERSONNEL	50220	FICA AND MEDICARE	7,229
PERSONNEL	50251	IMRF & SURS	10,876
CONTRACTUAL	51500	SHARED IT COSTS	0
CONTRACTUAL	52102	TECHNOLOGY SERVICES	12,000
CONTRACTUAL	52320	TRAVEL, EDUCATION AND TRAINING	3,000
CONTRACTUAL	52600	UTILITIES	232
TRANSFERS	59100	TFR TO GENERAL FUND	0
TRANSFERS	59370	TFR TO RETAINED RISK FUND	2,810
TRANSFERS	59610	TFR TO INFORMATION TECH FUND	33,510
		<b>Expense Budget Sub-total:</b>	<b>176,393</b>

\* Overtime is for Urbana Police records staff to work on Documentation for ARMS. Dave Wakefield was classified as an exempt employee in Fiscal Year 2017.

**Billed Amounts:** Now that 4 years have passed, the ARMS Agreement states that the costs are split by badge counts, unless it decides another method. (Section 10.b.v)

Assuming the costs are fully billed, the grey column shows the expected share for 2019.

	Badge Count	Percent of Whole	2019 Budget Share
<b>County Sheriff:</b>	55	16.57%	29,222
<b>Rantoul Police:</b>	30	9.04%	15,939
<b>Champaign Police</b>	125	37.65%	66,413
<b>University Police</b>	65	19.58%	34,535
<b>Urbana Police</b>	57	17.17%	30,284