



## ARMS Policy Board Meeting Minutes

**DATE:** August 20, 2020  
3:00 PM

**PLACE:** Zoom virtual meeting

**MEMBERS PRESENT:** Chief Bryant Seraphin, UPD - Chair  
Chief Alice Cary, UIPD  
Lt. Justin Bouse, proxy for Chief Tony Brown, RPD  
Chief Anthony Cobb, CPD  
Sheriff Dustin Heuerman, CCSO

**STAFF PRESENT:** Sanford Hess, Urbana IT  
Tim Smith, Urbana IT

**OTHERS PRESENT:** Tom Petrilli, CPD

---

1. **Call to Order** - The meeting was called to order at 3:01 PM by Chief Seraphin.
2. **Additions to the Agenda**
  - There were none.
3. **Approval of Minutes**
  - Motion to approve the minutes by Chief Cobb, Second by Sheriff Heuerman.
  - The minutes passed unanimously.
4. **Public Input**
  - No public input came through email.
  - There was no other public input.

## 5. Staff Report

- Development update. Tim Smith described work on the following:
  - Development efforts have been dedicated to the NIBRS project
- NIBRS Grants and Programming Work
  - NIBRS data collection programming changes were put into production on June 10.
    - New input fields were added for LEOKA, justifiable homicide, custodial/arrest death, nonfatal shooting
    - New values added - criminal activity/bias/location/victim relationship/property types/offenses
    - Values removed - Vehicle property types and victim relationship
  - Working on back end systems - translating ARMS data into ISP and FBI data submission formats, data validation, and data transfers
    - Initial data format testing with FBI has been successful
    - More testing of various data sets will be conducted
    - May need 3<sup>rd</sup> party assistance with web interface to transfer large batches of case data
    - ISP is behind on testing site setup due to COVID-19, latest spec version recently released
  - State statutes details are required for NIBRS reporting by the ISP
    - 515 new offenses currently not in ARMS, approximately 25% are variants of 'aggravated' offenses
    - UIPD has assisted with matching the ISP offense list with ARMS offenses, along with cleaning up statute descriptions
    - ARMS User Group recommends adding all statutes to Field Reporting and ARMS on 10/1/2020
    - Listing of new statutes will be provided in advance for training
    - Tim demonstrated how Aggravated Battery offenses will appear in Field Reporting
      - The Policy Board discussed that the level of detail shown online seems appropriate.
  - All agencies had representatives attend NIBRS virtual NIBRS training
- Sanford reported that the mini-mainframe that runs ARMS was changed to be eligible for continued support.

- Two-year extensions for hardware and software support were signed, so ARMS will be supported through September 2022.

**6. Reports of committees and officers**

- There were none.

**7. Unfinished business**

- Planning for the new RMS - Anticipated Budget Amounts
  - Sanford re-sent a cost estimate in mid-August that reflects newly updated costs that are good only through December 31, 2020, and presents a picture assuming the grant extensions.
  - Sanford said that the prospects for extended grants seem promising.
    - The extension of NIBRS work seems promising.
    - The application for a non-competitive grant has been submitted.
  - A meeting occurred on August 19 with Kay Nees (Champaign Finance Director) and Elizabeth Hannan (Urbana Finance Director) to discuss planned costs.
    - Kay Nees is preparing a projection of expected operating costs for the new RMS.
    - The plan is for the current fiscal year to be the last one in which ARMS Members make contributions to the ARMS Fund. ARMS will operate from its reserves for Fiscal Year 2022 and later.
- Inter-Governmental Agreement for the RMS.
  - Sanford said that the document is being drafted currently, with Champaign legal taking the lead.
  - Sheriff Heuerman asked that the State Attorney's Office be included for the County's review.
  - Sanford said that a goal would be to finalize the IGA and sign a contract before the end of the Calendar year.

**8. New Business**

- There was none.

**9. Adjournment**

- Having reached the end of the agenda, Chair Seraphin adjourned the meeting at 3:34.