



ARMS Policy Board Meeting Minutes

DATE: November 19, 2015
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 Paul Farber), RPD
Chief Pat Connolly, UPD
Sheriff Dan Walsh, CCSO

MEMBERS ABSENT: None

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

OTHERS PRESENT: None

1. Call to Order

Chair Walsh called meeting was called to order at 3:30 p.m.

2. Additions to the Agenda

There were none.

3. Approval of Minutes

Chief Cobb motioned to approve the minutes. Chief Christensen seconded. Motion passed unanimously.

4. Public Input

There was none.

5. Staff Report

- **Field Reporting:**

- Dave Wakefield presented an overview of the Field Reporting screens they are currently developed.

- There was a discussion of testing and training. Sanford and Dave talked about the testing by Sergeant Chacon (UPD). Other testers were planned, but have not started.
- Sanford also spoke about the plan for training, possibly using videos.
- Dave mentioned that the rollout will not be gradual – it will be a complete cutover, without an ability to go back.
- Sanford asked about the timing of rollout.
 - The group discussed that December is not a good time, for several reasons.
 - Dave and Sanford will work with the ARMS User Group on timing.

6. Reports of committees and officers.

There were no committee reports.

7. New Business

- **Budget:** Sanford Hess presented the 2016 ARMS Budget for approval.
 - Motion by Chief Connolly to approve the budget as presented. Second by Lt. Wooten. The motion passed unanimously.
- **Proposed ARMS Security Policy**
 - This item was tabled.
- **Sanford presented the Annual Report**
 - The report was accepted and placed on file.
- **Discussion of new procedure for Field Interview entry.**
 - Sanford presented an overview of the change to Field Interview entry that was suggested by the ARMS User Group.
 - As this change is related to the Pedestrian Stops, it will be released at the same time on January 1.
- **Revised ARMS entry – as impacted by the Illinois Police & Community Relations Improvement Act (takes effect in 2016).**
 - Dave Wakefield presented a mockup of the first two screens, created based on the specifications released by the State.
 - A discussion ensued about the use of the form, and policies by agencies for when the entry is needed.
 - The decision was made that the Deputy Chiefs have responsibility for defining a process.
- **Review of the prioritized enhancements, as recommended by the ARMS User Group.**
 - Sanford presented the prioritized lists of enhancements as selected by the ARMS User Group.
 - Sanford presented the three large items to be prioritized:

- Online Approvals for Field Reports
- Adding Crisis Intervention Team data to Field Reports/ARMS.
- Cross-agency Field Reporting
- The Policy Board decided that the priority order is:
 1. Cross-agency Field Reporting
 2. Adding Crisis Intervention Team data to Field Reports/ARMS.
 3. Online Approvals for Field Reports
- **Need for a new Vice-Chair**
 - Chief Cobb pointed out that Deputy Chief Morgan was appointed Vice-Chair, but that she is not a regular member of the ARMS Policy Board.
 - The decision was made to put an item on the agenda for the next meeting to elect a new Vice-Chair.

7. **Adjournment**

The meeting adjourned at 4:45 PM.