ARMS Policy Board Meeting Minutes

DATE: February 18, 2021
3:00 PM

PLACE: Zoom virtual meeting

MEMBERS PRESENT: Chief Bryant Seraphin, UPD - Chair
Chief Alice Cary, UIPD
Chief Tony Brown, RPD (after roll call)
Chief Anthony Cobb, CPD
Sheriff Dustin Heuerman, CCSO

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

OTHERS PRESENT: Jeff Wooten, METCAD

1.   **Call to Order -** The meeting was called to order at 3:02 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. (Chief Brown was not present yet.)

4.   **Public Input**

- No public input came through email.
- There was no other public input.

5. **Staff Report**

- Tim discussed Tyler WebCAD go-live – ARMS
    - ARMS applications have been linked to both Tyler WebCAD and Tiburon. All CAD integration work is complete as of 2/17/2021.
    - Traffic warnings/citations/NTAs can now be linked to WebCAD to improve accountability/accuracy.
    - A third-party vendor (SQL server developer) was enlisted to convert Tyler CAD data extracts into a structure that could be interfaced with ARMS and other applications such as BWC and Alarms.
    - CAD-only reports on ARMS menus won't be linked to WebCAD, better reporting is available in WebCAD. Tiburon CAD reports will remain functional in ARMS.
- Tim discussed NIBRS Grants and Programming Work
    - NIBRS work has been on hold since mid-December due to CAD integration.
    - Additional NIBRS related data validations were added to ARMS.
    - Data submissions for NIBRS certification started on 2/18/2021.
        - Six months of data will be submitted to the ISP test system, starting with November 2020.
        - Agencies will need to continue to run monthly state edits over ARMS data, and make corrections as needed. This will continue to be a part of the NIBRS data submission process.
        - During certification, data for NIBRS submissions will be manually built by Tim, and sent 1 case at a time in 1 week segments. A Chicago PD contractor is building software to mass submit cases, and will share the software with ARMS agencies upon completion.
        - Tim will work with agencies to update case that don't pass NIBRS validations, then resubmit after corrections are made.
        - After 6 months of data have been submitted and certified in the ISP NIBRS test system, the same data will be submitted to the ISP NIBRS production system and ARMS agencies will be considered live. Future cases and updates to cases since 11/1/2020 (NIBRS start date) will be submitted to the ISP production system.
        - Programming and processes still need to be completed for further validation and data submission automation.
- Development – recent activities

       ○ All efforts in the last quarter have been put towards CAD & NIBRS

- Chief Cobb raised a concern about not being NIBRS compliant for grants eligibility.
    - Sanford asked Chief Cobb to send a question by email that could be sent to the Department of Justice for an answer.

6. **Reports of committees and officers**

- None

7. **Unfinished business**

- ARMS Quarterly Meeting Schedule
    - Sanford sent out a correction to the schedule after the meeting with correct months.
    - Sanford checked the ARMS agreement, and quarterly meetings are required.

8. **New Business**

- Discussion of new RMS Project
    - Sanford stated agencies should send their best forward thinking staff to RMS planning meetings, and there may be significant time requirements.
    - Jeff Wooten mentioned meetings have begun, attendees have been selected, and has assigned a project manager (Michael Martinez).

9. **Adjournment**

- Having reached the end of the agenda, Chair Seraphin adjourned the meeting at 3:25 PM.