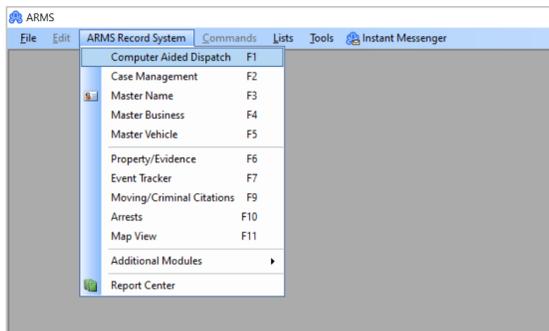


CAD Overview

CAD Screen Overview

After a User/Dispatcher successfully logs into the ARMS Thick Client a blank screen will display with a Menu Bar located at the top of the screen

To launch CAD select ARMS Record System> Computer Aided Dispatch (CAD), or use the Keyboard shortcut> F1 Key to launch CAD.



Commented [JW1]: To launch CAD select

Commented [JW2]: use the keyboard shortcut > F1 key to launch CAD

This CAD module is mainly divided into three sections.

Commented [JW3]: The CAD module is

1. Computer-Aided Dispatch: Information for calls will be entered here.

Commented [JW4]: Information for calls will be entered here.

2. Available Unit List: Available units will display here. It will show Units, Site, Department, Beat and Last Known Location. Units marked red indicate they are unavailable. Units marked green indicate they are available.

3. Open Call List: This shows the Event Number, Incident/ Incident Code, Call Priority, Status, Time, Unit Number, Site, Beat, and Location for the call. To view details of the Call, A Dispatcher can double-click on the Call, and it will appear in the CAD area with Call details. In the Open Call List, the Green indicates an Enroute call, Yellow indicates a dispatch call, and orange means on scene.

Commented [JW5]: Incident/Incident Code, Call priority

Commented [JW6]: view

Commented [JW7]: A Dispatcher

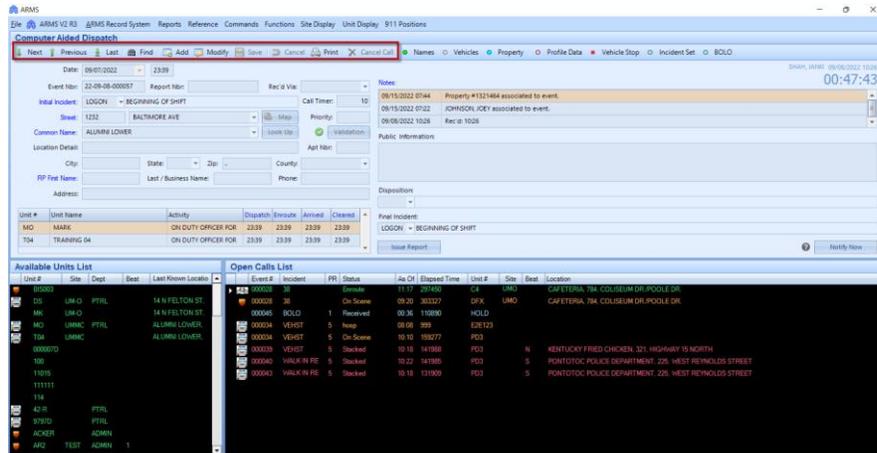
Commented [JW8]: The call

Commented [JW9]: Green indicates an Enroute call, Yellow indicates a dispatch call, and Orange means on scene. We also should move the text and the image to the same page. Also enlarge the image if possible

Toolbar

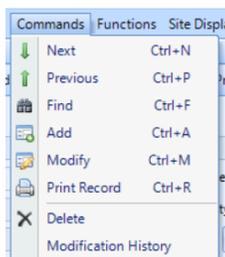
Commented [JW10]: Move this down to the next page.

The toolbar appears on the top area of the screen, this allows the dispatcher to navigate through CAD and make changes in the call.



Menu Header	Description
Next	It takes Dispatcher to Next Call.
Previous	It takes Dispatcher to the Previous Call.
Last	It takes Dispatcher to the Last Call.
Find	The dispatcher will be able to search by Date, Time, Event Number, Case Number, and Last/Business Name.
Add	It will create a new entry
Modify	It will modify the existing entry
Save	It will keep details added by a Dispatcher.
Cancel	This will cancel any changes made by Dispatcher
Print	This will print as per selection. It has three options direct print which will directly print, Screen is like print preview, and File printing directly to documents like pdf or word.
Cancel Call	This will Cancel the Call in Progress. It will ask for the reason for canceling the call.

This menu will be accessible by going to Command options. This menu also shows keyboard shortcuts as shown below :



CAD Unit Management

Commented [JW11]: Move this down to the next page

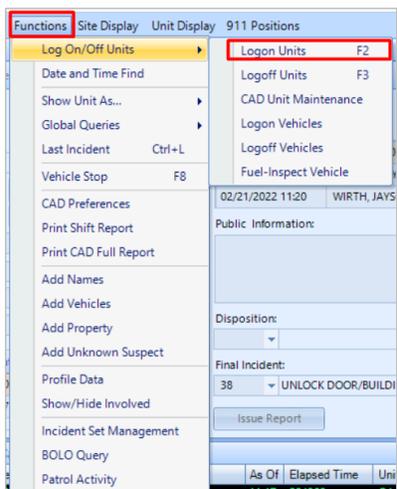
Logging On/Off Unit

There are multiple methods to Log On/Off units in CAD.

Commented [JW12]: There are multiple methods to Log On/Off units in CAD.

One method is to go to the Functions Menu > Log On/Off Units > Logon Units. The keyboard shortcut is F2.

Commented [JW13]: One method is to go to the Functions Menu > Log On/Off Units > Logon Units. The keyboard shortcut is F2.



Once clicked it will navigate a Dispatcher to the Log On the screen where they can enter Unit details.

Commented [JW14]: Navigate a Dispatcher to the Log On

It will automatically fetch the Date and Time. The dispatcher will then need to add other fields to Log On unit and then hit Save when done.

Shift – This dropdown shows different Shifts for Dispatcher to choose from.

Site – Dispatchers can select a site if they are logging units to a specific site.

Common Name – Once the dispatcher selects a site, it will filter the common name according to the selected site. If the site is not selected, then it will show all common names.

Street – On selection of a common name, street name and street number will be added automatically, it will depend on how Geo File is set up.

Unit – A dispatcher can select the Unit they want to Log On.

Commented [JW15]: A dispatcher can select the Unit they want to Log On

Officers – This will be auto-filled as per unit selection.

Keys – Keys if the dispatcher has.

Radio – Radio if there is any.

Beat – Beat is a small area of the site. A Dispatcher can select if there are any.

Vehicle – Vehicle Information if Dispatcher needs to Log on Unit with Vehicle.

Previous Ending Mileage – On selection of a vehicle, it will automatically add the Previous Ending Mileage of the Vehicle.

Starting Mileage – This can be changed, by default it takes the same as the previous ending mileage, but Dispatcher can change it if there are any changes.

Next – If Dispatcher wants to Log on to more than one Unit, he can hit Next, and it will open a blank area to add details for another Unit.

After logging in single or multiple Units, A Dispatcher should hit the Save button.

Commented [JW16]: A Dispatcher should hit the Save button

A Red X against unit details can be used to remove a unit if incorrectly added.

Commented [JW17]: Red X

Logon Units

Step 1: All units will be logged in to Date/Time, Shift and Site selected below

Date: 09/07/2022 21:18:52 Shift: A | A SHIFT

Site: UNIV OF MISS OXFORD

Common Name: 14 N FELTON ST

Street: 14 N FELTON

Step 2: Select Units

Unit: []

Officers: []

Keys: [] Radio: [] Beat: []

Vehicle: [] Previous Ending Mileage: [] Starting Mileage: [] **Next >>**

Selected Units for Logon:

Unit #	Unit Name	Radio	Keys	Beat	Vehicle
DS	DAVID S				
MK	MICHAEL KIRYK				395 - MC G36
612	MIKE MCALISTER				438 - G 4482

Cancel Save

After saving entries, the dispatcher can see logged-on units under Available Units.

Log Off Units

To Log Off Units navigate to Functions>Log On/Off Units >Log Off Units or the Dispatcher can hit F3 on the keyboard.

Logoff Units

Date: 09/07/2022 22:34:31

Unit #: 612 MIKE MCALISTER

Officers: #612 - MCALISTER, MIKE

Vehicle: 438 - G 44823

Starting Mileage: 55453 Last Mileage: [] Ending Mileage: 55453 **Next >>**

Selected Units for Logoff:

Unit #	Unit Name	Vehicle
--------	-----------	---------

* Unit with no more than one vehicle, which is associated with this unit only.

Cancel Save

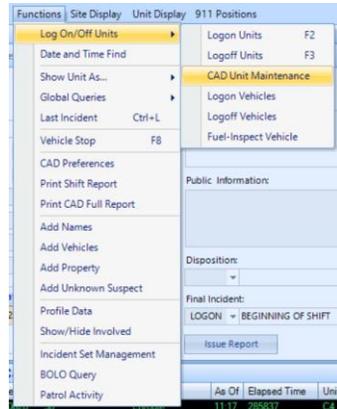
As the dispatcher selects a unit it will automatically fetch other details. The dispatcher needs to add Vehicle Ending Mileage if the vehicle is attached to the Unit. When Logging Off Units a Dispatcher can select one or multiple units at a time. If logging off multiple units select Next and add more units. Click Save when done. The Units will no longer display in the Available Unit List.

Commented [JW18]: When Logging Off Units a Dispatcher can select one or multiple units at a time. If logging off multiple units select Next and add more units. Click Save when done. The Units will no longer display in the Available Unit List.

CAD Unit Maintenance

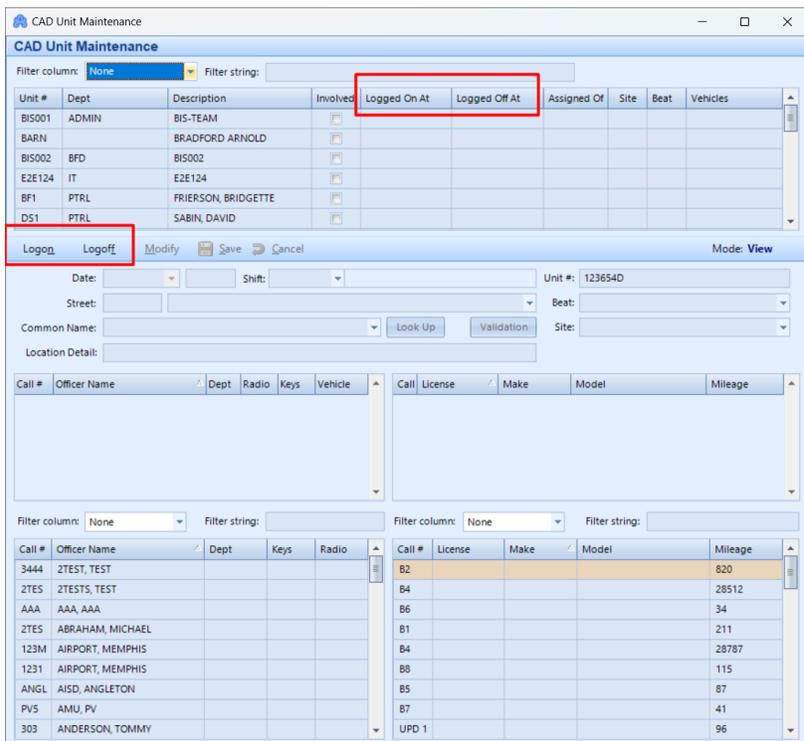
A Dispatcher can modify logged on units through CAD Unit Maintenance. To access go to Functions> Log On/Off Units> CAD Unit Maintenance.

Commented [JW19]: A Dispatcher can modify logged on units through CAD Unit Maintenance. To access go to Functions> Log On/Off Units > CAD Unit Maintenance.



After selecting CAD Unit Maintenance, the user will be taken to a new screen that displays all logged on units.

Commented [JW20]: After selecting CAD Unit Maintenance the user will be taken to a new screen (see image below) that displays all logged on units



A dispatcher can change orders by clicking headers like Logged on At and Logged Off At. They can Log on Units, log off units and Modify Units. If Units are logged on to the wrong beat, A dispatcher can modify them instead of logging on-off units by clicking the Modify button.

Commented [JW21]: Put a red box around these fields in the image above

Commented [JW22]: A dispatcher

If there are any log-on units, it can be modified; if none are logged in, Dispatcher can also log on Unit. A dispatcher can filter units as per unit#, Dept, and Beat. The order of the table can be changed to ascending or descending by clicking on headers.

A Dispatcher can logon a Unit by selecting the box to the left of their unit number. They can assign a unit to their respective beat. After selecting all units that the dispatcher wants to log on to, he can hit the Next button in the top left corner.

Commented [JW23]: A Dispatcher can logon a unit by selecting the box to the left of their unit number. They can assign a unit to their respective beat.

Logon wizard

Step 1: Select Units for Logon

Next Cancel

Date: 09/07/2022 23:38:10 Shift: B B SHIFT

Site: UH MED CENTER JACKSON MS

Street: 1232 BALTIMORE AVE

Common Name: ALUMNI LOWER Lock Up Validation

Location Detail:

Filter column: None Filter string:

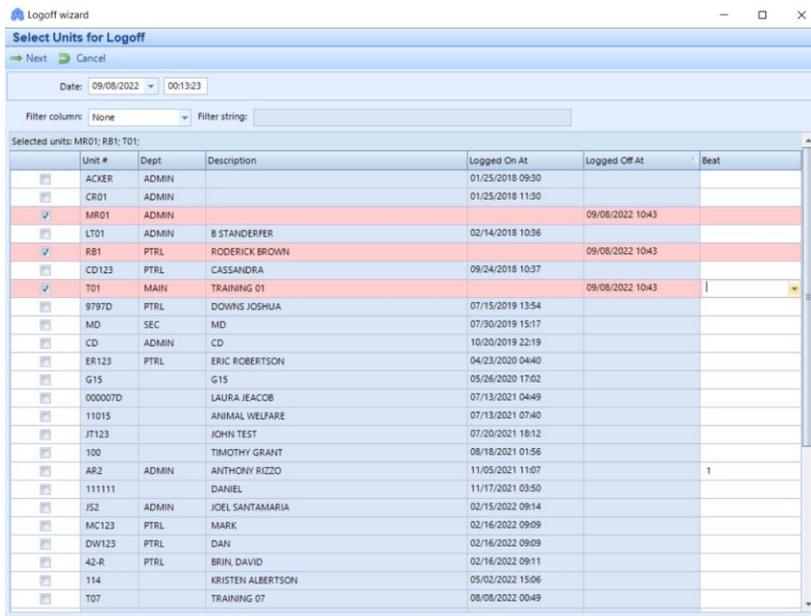
Selected units: MO, T04

Unit	Dept	Description	Logged On At	Logged Off At	Rest
T08		TRAINING 08		09/30/2015 08:50	
T09		TRAINING 09		09/30/2015 08:50	
T11		TRAINING 11		09/30/2015 08:50	
YSU	SEC	YOUNGSTOWN		02/16/2016 14:50	
MC	PTFL	MARK	09/08/2022 10:08		
E11	PTFL	ERIC MAVO		05/04/2016 09:16	
JBK	PTFL	KOHLIEM JOHNATHAN		05/04/2016 09:16	
SPEC1		SPECIAL ASSIGNMENT		05/04/2016 09:16	
22018		MCAYOY WILLIAM		05/04/2016 09:38	
T04		TRAINING 04	09/08/2022 10:08		1
PCC1	ADMIN	PENGACOLA CHRISTIAN1		06/29/2016 10:26	
PCC2	PTFL	PENGACOLA CHRISTIAN2		06/29/2016 10:26	
JBK7	PTFL	K. JAY		07/21/2016 11:27	
CR	PTFL	CARLOS RODRIGUEZ		07/26/2016 08:48	
D1	PTFL	DELTA 1		07/26/2016 08:48	
PV	PTFL	PAUL		08/18/2016 08:48	
FZ	PTFL	FRANK		08/18/2016 08:48	
MIN	PTFL	NEFF, MIKE		09/08/2016 09:03	
JR123	PTFL	JEFF REDMOND		01/05/2017 08:43	

From this screen a Dispatcher/User can modify multiple fields. A Dispatcher can assign multiple people to a unit. A user can add vehicles and edit mileage. If multiple people are involved in a same call than it can be tracked by adding all of them to same call or if some person is shadowing another person for a day or two than that can be added as well. After selecting Save all logged on units will display as Available Units. To log off units select Log Off Units.

Commented [JW24]: Rewrite this sentence

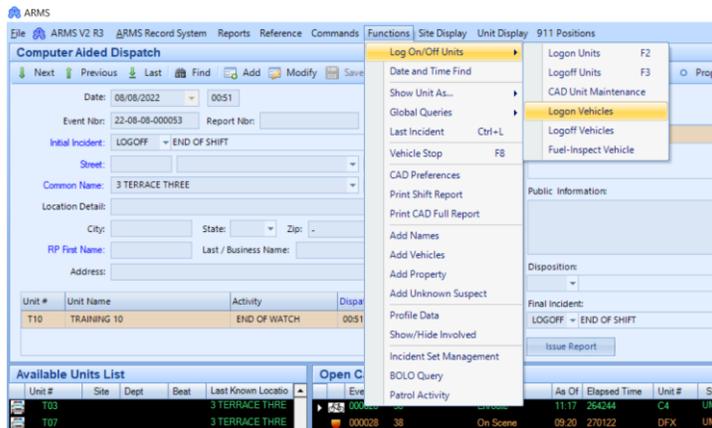
Commented [JW25]: After selecting Save all logged on units will display as Available Units. To log off units select Log Off Units. Move this Logging off units sentence to the same page as the picture below



Logging On/Off Vehicles

To assign an Officer a vehicle, go to Functions>Log On/Off Units. There are multiple methods for logging vehicles on or off.

Commented [JW26]: To assign an Officer a vehicle go to Functions > Log On/Off Units. There are multiple methods for logging vehicles on or off



Within this menu a Dispatcher can logon vehicles and assign them to logged on Officers.

Commented [JW27]: Within this menu a Dispatcher can logon vehicles and assign them to logged on Officers

Logon Vehicles

Logon Vehicles

Next Previous Last List Add Modify **Save** Cancel

Date: 09/08/2022 01:32:46 Shift: B SHIFT

Vehicle: 414 Previous Ending Mileage: 72176 Starting Mileage: 72178

	Unit	Description	Logon Date	Call #	Beat
<input type="checkbox"/>	ACKER		01/25/2018 09:30	ACKER	
<input checked="" type="checkbox"/>	CR01		01/25/2018 11:30	CR01	
<input type="checkbox"/>	MR01		01/25/2018 11:33	MR01	
<input type="checkbox"/>	T01	TRAINING 01	12/01/2018 19:32	T01	
<input type="checkbox"/>	9797D	DOWNS JOSHUA	07/15/2019 13:54	9797D	
<input type="checkbox"/>	CD	CD	10/20/2019 22:19	CD	
<input type="checkbox"/>	ER123	ERIC ROBERTSON	04/23/2020 04:40	ER123	
<input type="checkbox"/>	G15	G15	05/26/2020 17:02	G15	
<input type="checkbox"/>	000007D	LAURA JEACOB	07/13/2021 04:49	000007D	
<input type="checkbox"/>	11015	ANIMAL WELFARE	07/13/2021 07:40	11015	
<input type="checkbox"/>	JT123	JOHN TEST	07/20/2021 18:12	JT123	
<input type="checkbox"/>	100	TIMOTHY GRANT	08/18/2021 01:56	100	
<input type="checkbox"/>	111111	DANIEL	11/17/2021 03:50	111111	
<input type="checkbox"/>	E2E123	E2E123	01/26/2022 12:08	E2E123	1
<input type="checkbox"/>	JS2	JOEL SANTAMARIA	02/15/2022 09:14	JS2	
<input type="checkbox"/>	MC123	MARK	02/16/2022 09:09	MC123	
<input type="checkbox"/>	DW123	DAN	02/16/2022 09:09	DW123	
<input type="checkbox"/>	42-R	BRIN, DAVID	02/16/2022 09:13	42-R	
<input type="checkbox"/>	DFX	FOWLER, DEVIN	02/16/2022 09:13	DFX	

To view details of Logged On Vehicles select Reference > Logged On Vehicles.

ARMS - [Computer Aided Dispatch]

File ARMS V2 R3 ARMS Record System Reports Reference Commands Functions Site Display Unit Display 911 Positions

Computer Aided Dispatch

Next Previous Last Find Ad Cancel Print Cancel Call Names

Date: 10/31/2022 09:50

Event Nbr: 22-10-31-000085 Report Nbr:

Initial Incident: LOGON BEGINNING OF SHIF

Street:

Common Name: Look Up Validation

Location Detail: Apt Nbr:

City: State: Zip: County:

RP First Name: Last / Business Name: Phone:

Address:

Dispatch Via: RADIO Call Timer: 10 Priority: 5

Notes:

Public Information:

Disposition:

Final Incident: LOGON BEGINNI

Issue Report

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
BIS003	BIS003 JANKI	ON DUTY OFFICER FOR	09:50	09:50	09:50	09:50

Available Units List Open Calls List

- Location
- Employees
- Phone Numbers
- Crime Codes
- Logged On Vehicles
- Skills and Equipment
- Logged On Units

Logged on Vehicles

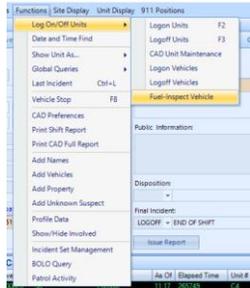
Print

Date and Time	Unit #	Unit Name	Vehicle ID
05-24-2018 13:49	C4	JAYSON WIRTH	127
09-24-2018 10:37	CD123	CASSANDRA	410
10-17-2019 09:09	LT01	B STANDERFER	B2
11-05-2021 11:07	1234	HAHAHA	493
11-05-2021 11:07	AR2 AR2	ANTHONY RIZZO	493
05-02-2022 15:06	114	KRISTEN ALBERTSON	378
09-08-2022 01:39	CR01		414
09-08-2022 07:49	MK	MICHAEL KIRYK	395

Fuel Inspect Vehicle

To edit fuel inspection details, go to Functions>Log On/Off Units> Fuel-Inspect vehicle.

Commented [JW28]: edit



From this menu, a Dispatcher can select a vehicle, input mileage, if fuel was added, the cost of fuel and add notes.

A screenshot of a dialog box titled 'Fuel Inspect Vehicle'. The dialog has a 'Save' button and a 'Cancel' button. It contains several input fields: 'Date / Time' (set to 08/24/2022 09:53), 'Vehicle' (a dropdown menu), 'Last Mileage', 'Current Mileage', 'Fuel Added', 'Fuel Expense', and 'Oil Added'. There are also radio buttons for 'Oil Check' with 'Yes' and 'No' options, and a 'Notes' text area at the bottom.

Click Save when done entering information. After selecting Save the Dispatcher will be prompted to add another record. Select Yes if you wish to enter another vehicle. Select No if you're done entering vehicle information

Log Off Vehicles

To Log Off multiple vehicles at a time go to Functions > Log On/Off Vehicles > Log Off Vehicles.

Logoff Vehicles ×

Logoff Vehicles

Save | Cancel

Date: 08/23/2022 23:21:40

	Vehicle Call #	Logon Date	Starting Mileage	Last Mileage	Ending Mileage
<input type="checkbox"/>	127	05/24/2018 13:49	1301		
<input type="checkbox"/>	366	07/28/2017 14:55	32000	32001	
<input type="checkbox"/>	370	01/24/2017 09:03	152066		
<input type="checkbox"/>	378	05/02/2022 15:06	98		
<input type="checkbox"/>	410	09/24/2018 10:37	430		
<input type="checkbox"/>	493	11/05/2021 11:07	12345		
<input type="checkbox"/>	82	10/17/2019 09:09	815		

Creating and Working with a CAD Event

Data Entry

To enter Data into CAD select the Add button from the toolbar. This will open blank fields to add a new call entry.

Commented [JW29]: To enter Data into CAD select the Add button from the toolbar.

Field	Description
Date & Time	It will take the current date time from the system.
Event Number	It is the actual call/ event number, it will auto-fill after the dispatcher hits save.
Report Number	If this call changes to Case, if the dispatcher hits the Issue Report button, then it will create a Report Number for the call.
Rec'd Via	This shows how the call was received. Admin can change the list and can set a default value for the list.
Initial Incident	It will show the incident type as Dispatcher starts typing or they can enter the code directly if they know it.
Call Timer	It is a timer for an officer safety alert, it pops up when the officer safety alert is On. If the dispatcher sets the Call Timer to 5 min, then an alert will pop up every 5 min.
Priority	It displays calls in Open calls as per the priority set by the Dispatcher. It's from 1 to 5, 1 being the highest priority and 5 being the lowest
Common Name	We suggest selecting Common Name before entering the street, as picking up Common name will auto-fill other details of the address.
Map	It will automatically put address details in Map and can be

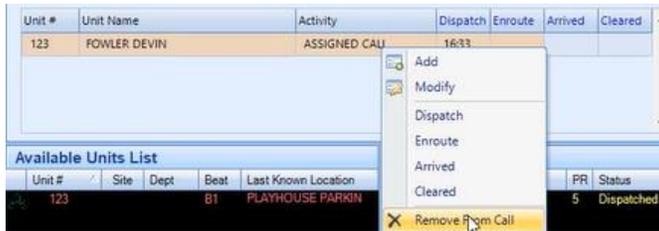
	modified.
Street, Location Detail, Apt Number, City, State, Zip, Country, Address	Different fields for adding detailed information about the address.
RP First Name	It stands for Reporting Party First Name
Last/Business Name	It will require Reporting Party Last Name or Business Name.
Notes	<p>These will be Private Notes for the department and will not be open to the Public. To add Notes Right click in the notes area and click on add. This will show who last modified the notes and when.</p> 
Public Information	This will show up on Media Log and is meant to be open to the public. It is generally a synopsis of the call.
Disposition	<p>On clear of call, it will automatically pop up a dialog which needs to be selected by Dispatcher, it is information to show how the call was handled.</p> 
Final Incident	It will automatically match the initial incident added, but the dispatcher needs to reconfirm at the end of the call whether it is still the same incident as at the beginning of the call or not.

Once everything is added hit Save and it will display in the Open Calls List.

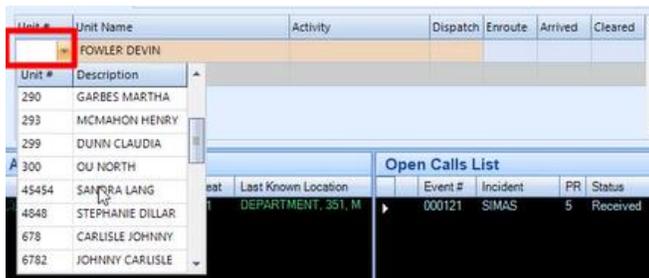
Assigning a Unit and Issuing a Report

To assign a unit to a call, dispatchers must navigate to the call where they wish to assign the unit. In the available call list, double-click on the unit number to be added to the call and it will assign the unit to the call and mark it as Assigned Call.

If there are multiple units in the call and the dispatcher wants to remove the unit from the call, then they could do it by right-clicking on the assigned unit and selecting the Remove from the Call option.



If the dispatcher wants to add a backlog at that time the unit might not show in the available unit so the dispatcher can remove the “HOLD” text under Unit and type in the desired Unit’s Code. Unit Name will show the name of the unit as per selection.



Activity will show a list to select from.



Dispatch will automatically fetch the current time if the dispatcher types "T"; the dispatcher can also type in the time to enter a different time.

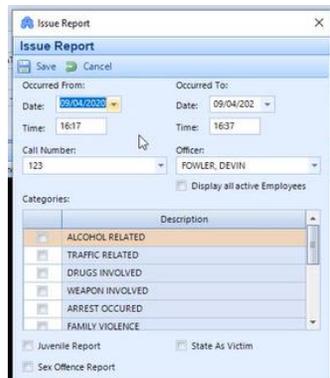
Enroute is for enroute time, arrived for arrival time, and cleared is for cleared time. By clicking on headers of enroute, arrived, and cleared it will take the current time, if there are multiple units in the call then on hitting headers it will add the current time in all of them. After hitting save, the unit is marked as Red in the Available Calls List and Dispatched in the Open Calls List.

After selecting Cleared it will prompt the Dispatcher for final disposition.

Commented [JW30]: After selecting Cleared it will prompt the Dispatcher



Once the dispatcher is done with the call, they can click on the Issue Report button, and it will issue a report for the call. It will display the following fields Occurred From, Occurred To, Call Number, Officer (It will automatically pull the first assigned officer, it can be changed by the dispatcher if required), and Category of call.



Select Save and a report will generate for the call. The Unit's status will change from Red (Unavailable) to Green (Available)



CAD Event Features

Officer Activity Codes and Custom Officer Status

Officer Activity codes are the codes used by dispatchers to denote officer activity during CAD events. The basic system codes will already be set up and available for use; these system codes are denoted by an exclamation point icon and bolded font in the list.

Code	Description
AC	ASSIGNED CALL
BC	Building check
BK	Backup/Assist
EOW	End Of Watch
FI	Field Interview
FP	Foot Patrol
OFDUTY	Leaving shift early
OI	OFFICER INITIATED
OnDuty	On Duty Officer for Shift LogOn
REA	REASSIGN

Code: Inactive

Description:

Stamp Times

Users can add tertiary codes like Building Check, Backup/Assist, or Foot Patrol by using the command menu. If a code is no longer needed, the dispatcher can check the Inactive box to deactivate it.

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
HOLD	CALL HOLDING					

Code	Description
AC	ASSIGNED CALL
BK	BACKUP/ASSIST
EOW	END OF WATCH
OI	OFFICER INITIATED
ONDUT	ON DUTY OFFICER
REA	REASSIGN
SA	SA
TST	TEST

Unit #	Site	Dept	Beat	Last
BIS003				
DS	UM-O	PTRL	14 N	
MK	UM-O		14 N	
MO	UMMC	PTRL	ALUM	
T04	UMMC		ALUM	

The Stamp Times option will fill in the enroute and arrived fields of CAD automatically when selected.

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
DS	DAVID S	VEHICLE STOP	12:39	12:39	12:39	

On the right click of Status in Open Call List, Custom Officer Status will appear.

Open Calls List									
Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Site	Beat	Location
000028	38		Enroute	11:17	295306	C4	UMO		CAFETERIA, 784, COLISEUM DR./POOLE DR.
000028	38		On Scene	09:20	301684	DFX	UMO		CAFETERIA, 784, COLISEUM DR./POOLE DR.
000045	BOLO	1	Received	00:38	109247	HOLD			
000034	VEHST	5	1015	08:08	08:08				E2E123
000034	VEHST	5	On Scene			PD3			
000039	VEHST	5	Stack			PD3	N		KENTUCKY FRIED CHICKEN, 321, HIGHWAY 15 NORTH
000040	WALK IN RE	5	Stack			PD3	S		PONTOTOC POLICE DEPARTMENT, 225, WEST REYNOLDS STREET
000043	WALK IN RE	5	Stack			PD3	S		PONTOTOC POLICE DEPARTMENT, 225, WEST REYNOLDS STREET

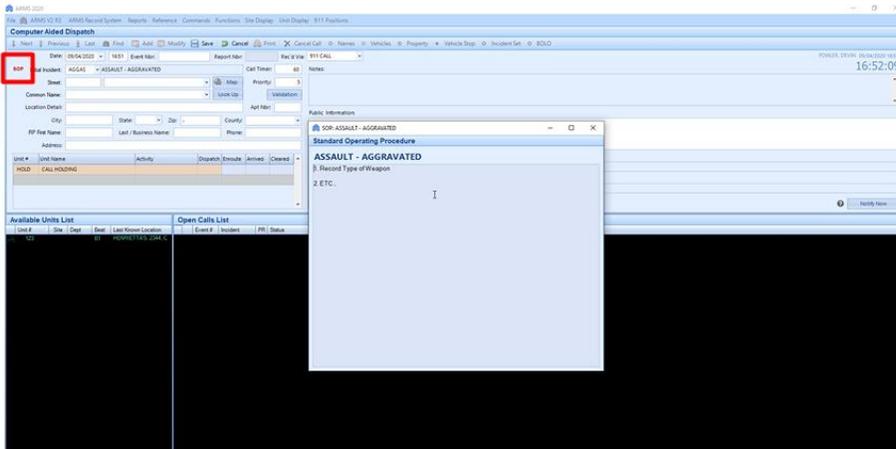
It will change to different status as per the selection. It can be customized as per department.

	000034	VEHST	5	hosp	08:08	-629	E2E123
---	--------	-------	---	------	-------	------	--------

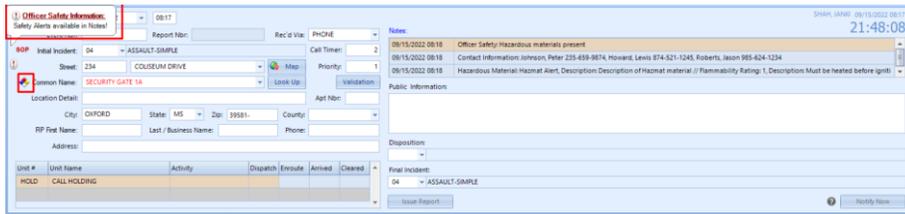
SOPs and Location Warnings

Only department admins can set up crime codes and locations codes. They can associate warnings or instructions with these codes. When a code is entered, that has a warning or instruction attached to it, a message will appear notifying the dispatcher and officer

Admins have the ability to assign SOP to certain calls. Calls with SOP attached to them will emit a sound alerting the dispatcher and officer. A dispatcher can also click on the icon left to the initial incident; it will display a textbox with the SOP added by the admin to operate that call. Similarly, a different icon appears as per incident type to alert for Hazardous Material, SOPs, and Officer Safety.

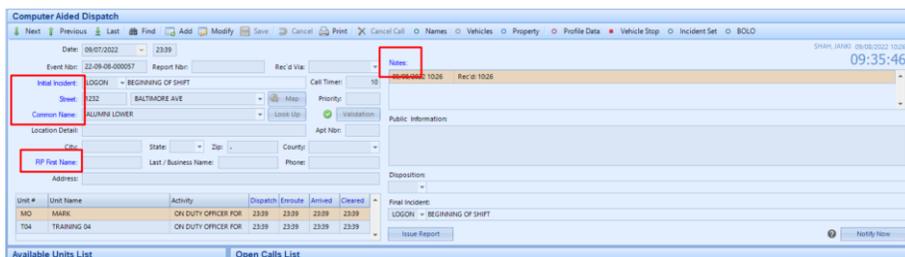


The dispatcher will see a location-specific warning when selecting Common Name if it has been added by Admin.



Call History and GEO File Information

Call History and GEO file information can be gathered from ARMS CAD. Fields that are highlighted can be used to search in Call History.



If the dispatcher clicks on any of the highlighted text it will open a popup that will display the history view of the selected field. For example, if a dispatcher clicks on Initial Incident, then it will show the dialog below:

Commented [JW31]: A dispatcher

History View

Close

Date Entered	Event Number	Incident	Arrest	Report Number	Street Name
05/19/2016	16-05-19-000359	BEGINNING OF SHIFT	NO		
05/24/2016	16-05-24-000363	BEGINNING OF SHIFT	NO		
05/26/2016	16-05-26-000366	BEGINNING OF SHIFT	NO		
05/31/2016	16-05-31-000369	BEGINNING OF SHIFT	NO		207, REBEL DRIVE
05/31/2016	16-05-31-000370	BEGINNING OF SHIFT	NO		207, REBEL DRIVE
05/31/2016	16-05-31-000372	BEGINNING OF SHIFT	NO		207, REBEL DRIVE

Contact Information

Primary Contact Name: Phone:

Secondary Contact Name: Phone:

Reporting Party:

Public Information:

Notes:

Officer Safety Officer Safety Date:

Officer Safety Desc:

When selecting common name, it will display field such as Call History, Officer Safety Alerts, Security Matrix, Photos, Other media & Contact Information.

Commented [JW32]: Display fields such as

History View

Call History | Officer Safety Alerts | Security Matrix | Photos | Other Media | Contact Information

Date Entered	Event Number	Incident	Arrest	Report Number	Street#	Street Name	Apt
02/16/2022	22-02-16-000024	DISTURBANCE	NO		1232	BALTIMORE AV	
01/18/2022	22-01-18-000001	ASSAULT-SIMPLE	NO		1232	BALTIMORE AV	
12/20/2021	21-12-20-000047	BE ON LOOK OUT	NO		1232	BALTIMORE AV	

Reporting Party:

Disposition:

Notes:

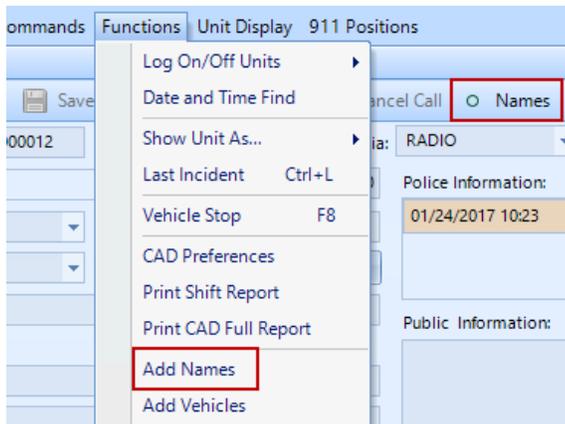
Responding Units:

Adding to a CAD Event

Adding Names to a CAD Event:

Names can be added to CAD events by going to the CAD **Functions menu** and selecting the **Add Names** menu item or by selecting the **Names** field in the top right of the CAD screen. The Add Names window allows users to make entries into the Master Name File that are associated with a CAD event number. The CAD Add Names window will also show all names that are associated with the current CAD event.

Commented [JW33]: Functions menu



The Add Names window can search for existing names as well as associate additional information such as **Multiple addresses, phone numbers, photos, vehicle information, and aliases**. Required fields are marked red. These fields must be filled out before saving a Name.

Commented [JW34]: Multiple addresses, phone numbers

Text Field	List Value	Description
CAD Nbr	Read Only	Displays the CAD event number that the name will be

		associated with.
Last Name	No	The last name of the individual is added to the Master Name file.
First Name	No	The first name of the individual is added to the Master Name file.
Mid Name	No	The middle name of the individual is added to the Master Name file.
Suffix	No	The suffix of the individual's name is added to the Master Name file.
DOB	No	Date of Birth of the individual
Age	Read Only	The individual's age is based on the entered DOB.
Race	Yes	The individual's race.
Sex	Yes	The Sex of individual.
Ethnicity	Yes	The ethnicity of the individual.
SSN	No	The social security number of the individual.
Driver License	No	The driver's license number of the individual.
DL St	Yes	The state the driver's license was issued from.
Student Id	No	Student Id number.
Classification	Yes	The individual's classification.
Involvement	Yes	The reason the individual is being linked to the CAD event.
Name Type	Yes	The individual's name type.
Email	No	The individual's email address.
Officer Safety	Yes	Officer safety information regarding the individual.

Commented [JW35]: middle

To lookup records in CAD start by selecting the Search button. A user can search by entering First or Last names. If no exact matches exist a list of near matches will display.

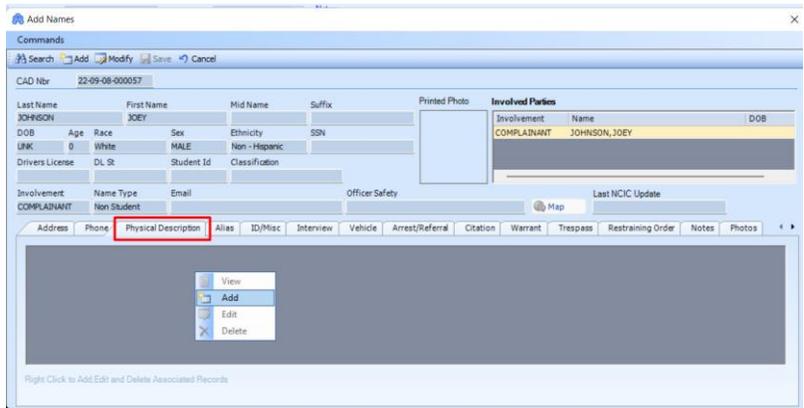
To add a new name, begin by entering any known information about the individual such as their First Name, Last Name, and Social Security Number. For text fields with a drop-down menu, the dispatcher can select the correct input from the drop-down.

Commented [JW36]: delete

Commented [JW37]: By entering

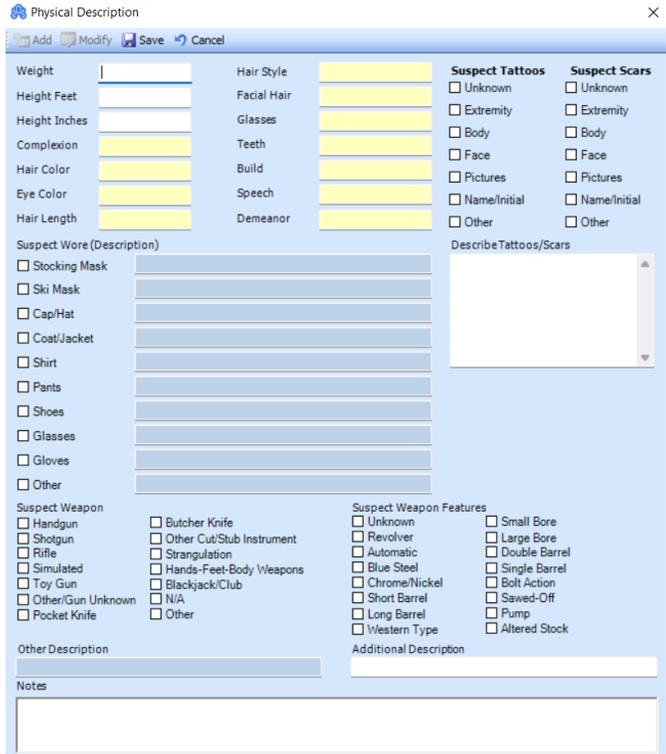
When done entering information select Save. The name will now appear in the Involved Parties data grid located in the top right corner. Add a red box around the involved parties section

After saving the initial information entered into the Add Names window, additional information can be entered within the bottom tabs.



Using the mouse, click on the desired tab. The dispatcher will notice that the bottom half of the Add Names window will change depending on which tab has been chosen.

To add associated information into a tab, right-click into the dark gray and choose Add.

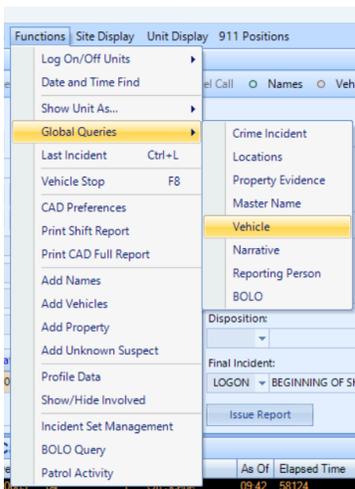


A new window will appear. A user can enter any additional information into the applicable fields. Use List Values where possible. Press the “Save” button.

Adding Vehicles to a CAD event:

Vehicles can be added to CAD events by going to the CAD Function menus and selecting the Add Vehicles menu item.

Commented [JW38]: Include a picture of this menu



The Add Vehicles window allows users to make entries into a vehicle file that is associated with a CAD event number. The CAD Add Vehicles window will also show all vehicles that are associated with the current CAD event.

The Add Vehicles window could search for existing vehicles as well as associate additional information such as photos, Tow Company, and NCIC information.

To add a vehicle to a CAD event:

Choose the Add Vehicles menu item from the Functions menu. The Add Vehicles window will display in a read-only view.

Commented [JW39]: Functions

Commented [JW40]: Will display in a read only view.

Use Ctrl-A, to change the Add Vehicles window into edit mode. The cursor will begin at the top left corner.

Commented [JW41]: To change the Add Vehicles window into edit mode.

Using the keyboard, begin entering any known information about the vehicle such as its License Plate, Make, and Model. For text fields shaded in yellow, type a “?” and press the TAB button to display the list values associated with that text field (if the value is known, it can also be typed in using the keyboard).

Once all known information has been entered into the text fields, press the “Save” button. The dispatcher will notice the added name appear in the Involved Parties data grid in the top right of the window.

Adding Property to a CAD event:

Property can be added to CAD events by going to the CAD Function menus and selecting the Property/Evidence menu item; the dispatcher can also select Property from the CAD dash menu. The Property/Evidence window allows users to make entries into the Property

Commented [JW42]: Include a picture of this

File that are associated with a CAD event number. The CAD Property/Evidence window will also show all property items that are associated with the current CAD event at the bottom of the window.

The Property/Evidence window can search for existing property as well as associate additional information such as custody information or NCIC/Recovery information.

Property #	Type	Quantity	Weight	Date Entered	Serial Number	Make	Model	Description
1321464	ELECTRONIC E...			09-15-2022	5468794			

To add a property item to a CAD event:

Choose the Property/Evidence menu item from the **Function's** menu. The Property/Evidence window will appear but will be in a read-only mode. The CAD event number that the property is associated with will be displayed at the top of the window.

Commented [JW43]: Functions

Use Ctrl-A to put the Property/Evidence window into write mode. The cursor will begin at the top left corner.

Using the keyboard, begin entering any known information about the property such as date found, quantity, and property type. For text fields shaded in yellow, type a "?" and press the TAB button to display the list values associated with that text field (if the value is known, it can also be typed in using the keyboard).

Once all known information has been entered into the text fields, press the “Save” button. The dispatcher will notice the added property item appear in the data grid at the bottom of the window

Text Field	List Value	Description
Case Number	Read-only	Display the case number that the property is associated with. Normally this will be blank when adding from CAD.
CAD Number	Read-only.	Displays the CAD number that the property will be associated with.
Property Number	No.	The property number will be unique and will be auto assigned at the time the property is added.
Date Found	No.	The date that the property was added. This field is auto formatted after being typed in.
Date Entered	Read-only.	This field is stamped with the current date when the property is added.
Lab Number	No.	The lab number of the property if applicable.
Quantity	No	The quantity of the property. Example number of keys.
Property type	Yes	The type of property being added such as jewelry or currency etc.
Property/ Evidence	Yes	Differentiates if the item added is property or evidence.
Serial number	No	The serial number of the property is applicable.
Owner applied number	No	Any number that the owner has applied to the property.
Make	No	The make of the item if applicable.
Model	No	The model of the item if applicable.
Model Number	No.	The model number of the properties applicable.
Color	Yes.	The color of the property item is applicable.
Size	No	The size of the item. This can be in any format specified in the measurement list value.
Weight	No.	The weight of the item. This can be in any format specified in the measurement list value.
Measurement	Yes.	The unit of measure is used to describe the size and weight of the item.
Value	No.	The value of the property.
Property Status	Yes.	The status of the property such as lost, found, recovered, etc.
Location Found	No.	The location where the property was found, if applicable.
Description	No.	A description of the property.
Notes	No.	Any notes that need to be associated with the property.

NIBRS Information

Text field	List value	Description
NIBRS. Type. Property.	Yes	Additional info for NIBRS reporting.

Loss, ETC.		
NBRS prop description.	Yes	Additional info for NIBRS reporting.
NBRS suspected drug type.	Yes	Additional info for NIBRS reporting.
NBRS drug measurement.	Yes	Additional info for NIBRS reporting.
NBRS data was recovered.	Yes	Additional info for NIBRS reporting.

To add multiple property items:

Adding multiple items of property to a CAD event is simple. Once the dispatcher has added the first property item and has pressed the Save button, simply use the Ctrl-A function and the Property/Evidence window will allow the entry of a second item. This process can be repeated for as many items as needed.

Commented [JW44]: Include a picture of this

The screenshot shows the 'Property Record' window with the following data:

- Case Number: 2210-00048
- CAD Number: [Empty]
- Name: Name must be added to case prior to associating with property.
- Person Involved: WIRTH, JAYSON-06/30/1988-ARRESTEE
- Property Number: 3579
- Date Found: 10/04/2022
- Date Entered: 10/11/2022
- Lab Number: [Empty]
- Property Type: DRUGS/NARCOTICS
- Property Category: EVIDENCE
- Serial Number: [Empty]
- Owner Applied Number: [Empty]
- NCIC Article Category: [Empty]
- NCIC Article Type: [Empty]
- Weapon type: [Empty]
- Category: [Empty]
- Caliber: [Empty]
- Make: [Empty]
- Model: [Empty]
- Model Number: [Empty]
- Color: [Empty]
- Size: [Empty]
- Measurement: [Empty]
- Value: [Empty]
- Property Status: [Empty]
- NIBRS Type Property Loss/Etc: SEIZED
- NIBRS Prop Description: DRUGS/NARCOTICS
- NIBRS Date Recovered: [Empty]
- NIBRS Suspected Drug Type: [Empty]
- Quantity: [Empty]
- Weight: [Empty]
- NIBRS Drug Measurement: [Empty]
- Location Found: [Empty]
- Intake Location: [Empty]
- Intake Date: [Empty]
- Intake Officer: SHAH, JANKI
- Review Date: [Empty]
- Description: Marijuana
- Notes: [Empty]

Associated Property Records:

Property #	Type	Quantity	Weight	Date Entered	Serial Number	Make	Model	Description
3579	DRUGS/NARCO...			10-11-2022				Marijuana
8975	8975 UGS/NARCO...			10-11-2022				Drugs equipment

The NCIC/Recovery Tab

The NCIC/Recovery tab of the Property/Evidence window allows information such as NCIC numbers, recovery information and property dispositions to be maintained for a piece of property.

Once the Property/Evidence window has been put into add mode, information can be entered into any tab. Press Save when done adding information. As well, if multiple items of property are listed in the data grid at the bottom of the window, clicking on any of those records will display the detailed information of that property item in the text fields in each of the tabs.

Commented [JW45]: Be entered into any tab. Press Save when done adding information.

Bicycle Info

The Bicycle Info tab allows the dispatcher to enter bicycle-specific information for their property/evidence. The fields include Style, Boys/Girls, Speed, Frame Color, and Seat Color. They can also specify if it has a front or rear fender, and the tire type. Use the save button to record their bike information.

Commented [JW46]: Style, Boys/Girls, Speed, Frame Color and Seat Color.

Property Record

Commands Functions

Look Up Add Modify Save Cancel Chain Of Custody Check In Check Out Print Label Print Print Detailed

Case Number CAD Number **Name must be added to case prior to associating with property.** Person Involved
 22-09-08-000057 JOHNSON, JOEY-COMPLAINANT

Detail NCIC/Recovery **Bicycle Info** Photos Other Media

Style Boys/Girls Speed Frame Color Seat Color
 Mountain 10 BLACK AND GREEN BLACK AND GOLD

Fenders Tires
 Front S/W/S
 Rear B/W
 None N/A

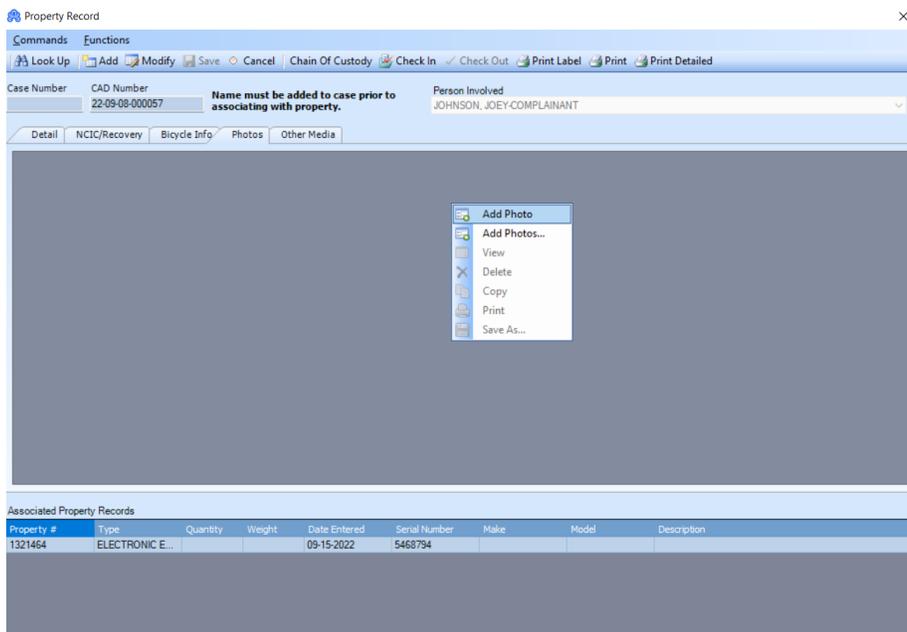
Associated Property Records

Property #	Type	Quantity	Weight	Date Entered	Serial Number	Make	Model	Description
1321464	ELECTRONIC E...			09-15-2022	5468794			

Photos

The photos tab works the same way it does in other modules of ARMS. Simply right-click in the grey area to Add, View, Delete, Copy, Print, or Save Photos.

Commented [JW47]: Add, View, Delete, Copy, Print or Save Photos.

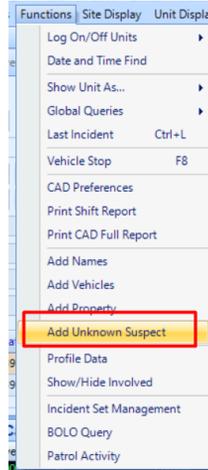


Adding Unknown Suspect to a CAD event:

Adding unknown suspects by using the unknown suspect module in CAD is a good way to keep unnecessary information out of the Master Name File. The unknown suspect's module concentrates on recording the physical information of an individual since oftentimes not much else is known.

The Unknown Suspects module can be found in the CAD Functions>>Unknown Suspects menu item. Once open, use Ctrl-a to put the window into the add mode.

Commented [JW48]: unnecessary



The CAD number is displayed in a text field at the top followed by a suspect number. The suspect number is cumulative (SUSP #1, SUSP #2, etc.) for each CAD event. Included in the window are many list value areas where items such as Race, Sex, and Hair Color can be entered, as well as free text areas to allow the entry of an age range and notes.

Commented [JW49]: Race, Sex, and Hair Color

Unknown Suspect Description

Commands

Next Previous Find Add Modify Save List Cancel

Report Number CAD Number Suspect Number

Sex Race Complexion Glasses

Age From Age To Weight Hair Color Eye Color Hair Style

Facial Hair Build Tattoos Teeth

Height (foot, inch) AKA

Notes

Once all information about the unknown suspect has been entered, pressing the Save button will commit that information to the database.

Adding Multiple Unknown Suspects – Multiple unknown suspects can be added to a CAD event by first entering any known information about a suspect into the text fields. Once finished click the Save button to save the first suspect, then use the Ctrl-A to put the window back into the add-mode to add the second suspect, and so on. If there have already been one or more suspects added to a CAD event when the Unknown Suspect window opens the last entered suspect will be displayed.

The List button can be used to view all suspects that have been added to a CAD event.

Unkown Suspect List

Commands

Select Cancel

Report Number	CAD Number	Suspect Number	Sex	Race	Age From	Age To
	19-05-13-000007	SUSP # 1	FEMALE	Unknown	50	65
		SUSP # 1	MALE	White	0	0
		SUSP # 1	MALE	Black	25	30
		SUSP # 1	MALE	Black	30	40
		SUSP # 1	MALE	Black	25	25
		SUSP # 1	MALE	Black	30	40
		SUSP # 1	MALE	Black	17	0
		SUSP # 2	MALE	Black	17	0
		SUSP # 1	MALE	Unknown	23	24
		SUSP # 2	MALE	Unknown	23	24
		SUSP # 1	MALE	Black	0	0

Complexion Glasses Hair Color Eye Color Head Hair

Facial Hair Build Tattoos Teeth

Notes

Double-clicking on any of the records in the data grid will open the main Unknown Suspects window and display all the information on that suspect

