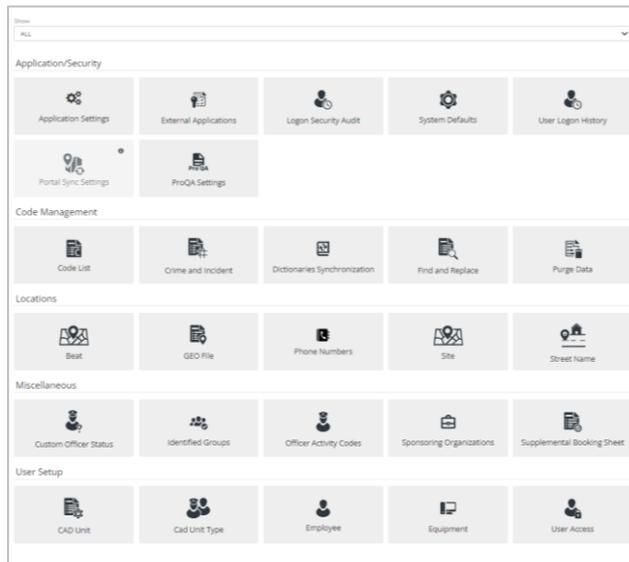


Setup: Setup Features

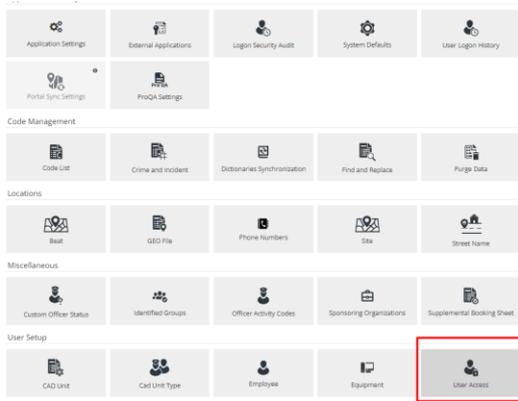
Accessing Setup Menu



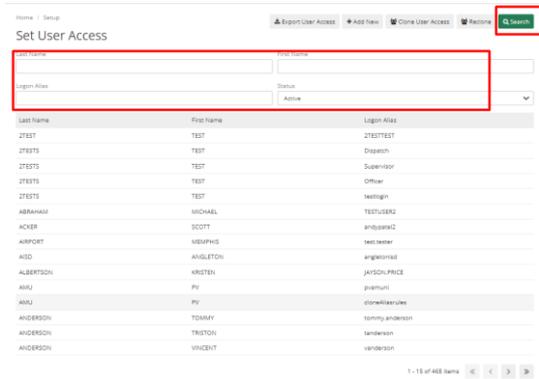
The "Setup" button takes the Administrator to the Mobile Setup menu. This menu is like the ARMS Desktop Client's Setup menu (Thick Client). The various tiles make it easier for the Administrator to adapt the ARMS System to the Department's specific needs. It is distinguished by category, and there is a dropdown menu at the top for navigation. The "Setup" button can be found under Side-Menu>"Additional."



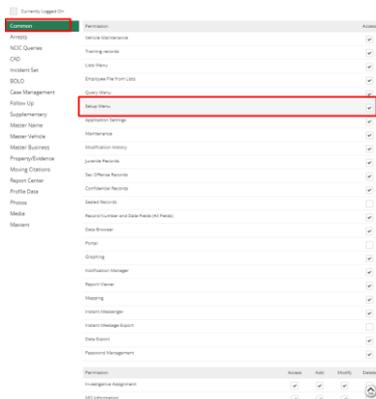
The "Setup" button can be accessed by Roles which has its permissions. If any employee is new and requires Administrator access, then the Administrator who has that access must provide it. To grant access, the Administrator must Go to the Setup Menu, then the User Access Tab.



Then locate the User record for whom permissions need to be configured.



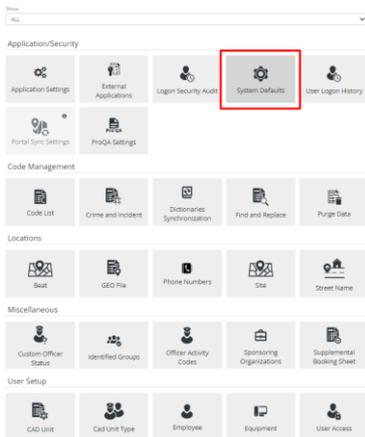
Select the Setup Menu checkbox on the Common Tab.



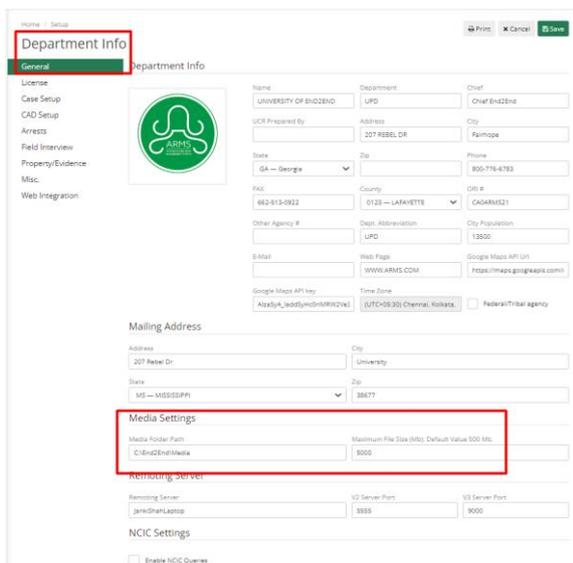
Once enabled, new employees can log into their accounts and access the setup menu.

System Defaults

System Defaults is where Admin can set up information for ARMS, which will likely not require any change.



Go to Additional Tab > Setup > System Defaults on the side menu to configure ARMS' default settings. The First Tab that appears is Department Info, where the Administrator can enter the Department's Name, Chief, Address, Phone number, ORI Number, Department Badge, and other pertinent information. Much of this information will pull out when Admin prints out Reports.



Admin may scroll down to see a variety of additional fields.

Mailing Address – Here, the Admin can put the mailing information of the Department.

Media Settings - In this section, Admin can modify the maximum file size that an Officer can attach to the case. The default setting for this is 500 MB.

Terms of Use Settings – If Department wants to display Terms of Use to all their employees on Login Page, then they can enable it by checking the “Enable Terms of Use on Login screen” checkbox. To make it mandatory for Employees to log in by accepting terms Admin can also check the “ Requires user to agree to Terms of use” checkbox. Text can be modified as per the requirement of the Department.

NCIC Settings

Enable NCIC Queries

NCIC Query Server: TITAN Agency ORI: MS8675309

NCIC Query Server Port: 1007 Device ORI: M0789

Test Connection Device Mnemonic: 27901

Dictionaries Synchronization Settings

Enable Dictionaries Synchronization

Dictionaries Server Address: https://sync.arms.com:3225/DataDictionaries.Web User Name: janikzahh Password: []

Test Connection

Terms Of Use Settings

Enable Terms of Use on login screen Require users to agree to Terms of Use

Terms of Use

I hereby understand that in accessing ARMS, I have been granted access to certain secure restricted information system as a tool in the performance of my job duties and responsibilities. I understand ARMS usage may be monitored, recorded and subject to audit. I understand my use of ARMS constitutes my consent to monitoring and recording of all ARMS activities. I understand that any unauthorized use or dissemination of the criminal justice information available to me, via ARMS, may result in immediate revocation of my ARMS access and subject me to criminal and/or civil penalties

Telemetry

Share error and usage data from the application

Case Setup Tab – This is where Admin can auto-assign the case numbers and modify the case number’s formatting as per the Department’s requirement.

Home / Setup Print Cancel Save

Department Info

General **Number Settings**

License

Case Setup

CAD Setup

Arrests

Field Interview

Property/Evidence

Misc.

Web Integration

Current Case Number: 48 Starting Case Number: 49 Refresh Assign

Auto Assign Number Print Synopsis in Narrative Default

Number Formatting

Example: 2210-00001

YY = Last two digits of Year
 YYYY = Last four digits of Year
 MM = Month, two digits
 XXXXX = Case Number digits

YXXXXX
 YY-XXXXX
 YYYYXXXXX
 YYYY-XXXXX
 YYMMXXXXX
 YYMM-XXXXX
 YYYYMMXXXXX
 YYYYMM-XXXXX
 YY-XXXX
 YXXXXX

Starting number can be modified from here, if Admin wants to print a synopsis along with the Narrative, then they can set the value in the “Assign Starting Case Number” field.

CAD Setup tab – Similar to Case setup, Admin can change starting/next CAD number by adding a value in the “Starting CAD Number” field. Department users can set the default for Received via the drop-down.

Home / Setup Print Cancel Save

Department Info

General **Number Settings**

License

Case Setup

CAD Setup

Arrests

Field Interview

Property/Evidence

Misc.

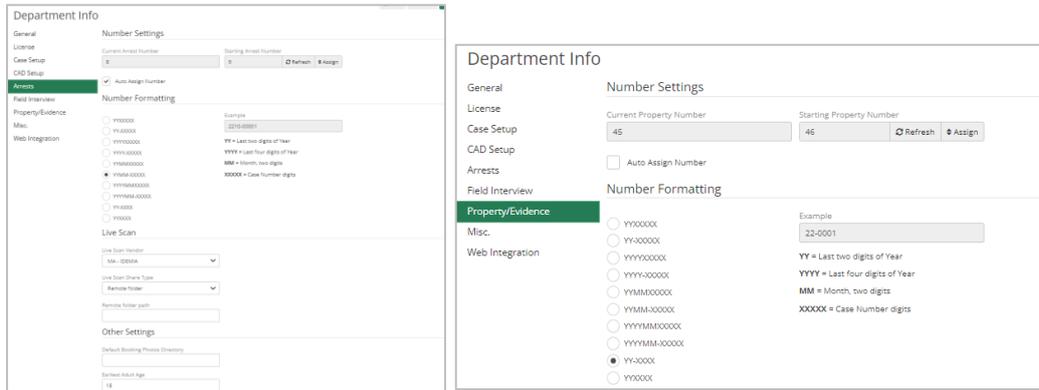
Web Integration

Current CAD Number: 83 Starting CAD Number: 84 Assign Default Received Via: PH — Phone Refresh Assign

Misc Settings

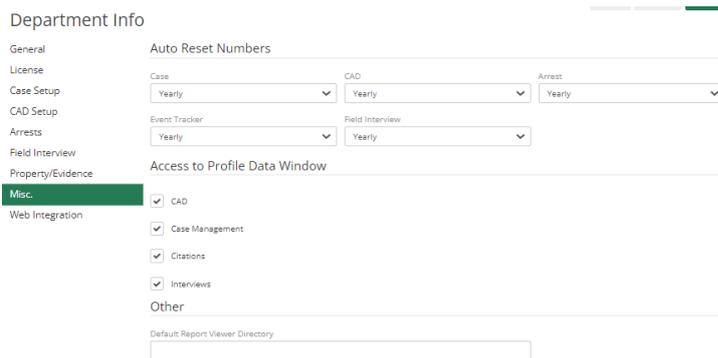
Call Priority Sort: High to Low Location History: 60 CAD Refresh: 5

Similarly, in the Arrest and Property Evidence tab Admin can assign a start value, change the number formatting, and enable auto-assign.



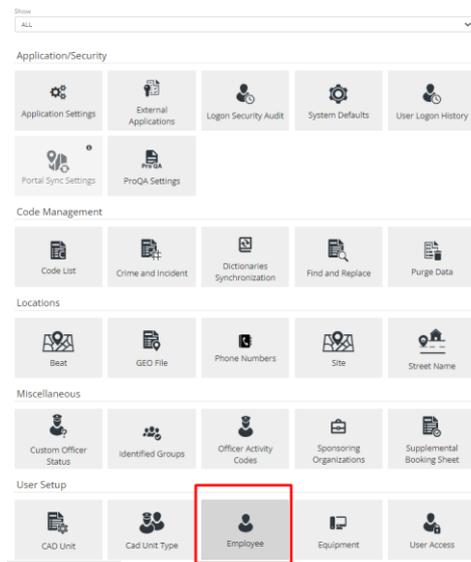
To quickly differentiate between the Case Number, CAD Number, Order Number, and Property Number. Simply. Set different number formatting for each.

Miscellaneous tab- Auto reset numbers for the new year.



Setup: Employee and Unit Setup

Employee File



To Add Employees to the ARMS system, Go to Employee and create a new employee by clicking on Add New button.

The screenshot shows the 'Employees' list page. The 'Add New' button is highlighted with a red box. The table below contains the following data:

Name	Address	Home Phone	Call Number	Id Number
ZTEST TEST			344444	5555555
ZTESTS TEST			ZTEST1	21661
AAA AAA			AAA	AAA
ABRAHAM MICHAEL			ZTEST	rp1
ACKER SCOTT			ACKER	ACKER
AIRPORT MEMPHIS			123MA	446519819
AIRPORT MEMPHIS			123123	49815
AISD ANGLETON			ANGL	angl
ALBERTSON KRISTEN			114	777778
AMU PV			PVS	789654
ANDERSON TOMMY			303	303
ANDERSON VINCENT			T26	_50026
ANDERSON WILLIAM			B212	0981-2
ARMS DEY			Q123	Q123
ARNOLD BRADFORD			1701A	00635

Admin can also search, and filter data as required, there is an option in search to Show only active employees from the list.

The screenshot shows the 'Employees' search and filter page. The 'Status' dropdown menu is highlighted with a red box, showing 'Active' selected. The table below contains the following data:

Name	Address	Call Number	Id Number
ZTEST TEST		344444	5555555

Admin can add multiple data to employee files like personal details, emergency contacts, photos, etc.

Home / Setup
Add Employee Cancel Save

General Common

Last Name First Name

Middle Name Address

City State

ZIP Home Phone

Cell Phone Alt Phone

Pager Phone Email

Police Officer Status ID Number

Date of Birth Driver Type

DOB Driver License Number

Sex Rank

N/A N/A

Ethnicity Car Number

Division

Is Dispatchable Active

Clear

First Name, Last Name, and Employee ID number are required fields when adding an employee. The call number is a mandatory field for dispatchable staff, and the Is Dispatchable option needs to be selected. Once finished, add the Shift of an Employee and other data if available.

The Division and Skillset of an employee can be selected if there are any skills/division set up in the code list, which will assist the Dispatcher in finding Officer for any case who have a particular skill set or belongs to a specific division.

To Active Employees account, check the Active checkbox. Other fields to be added if available are Emergency contact details, Academy Details, Entry/Exit Dates, and Rank and Salary Details.

Active

Emergency Contact

Name Relationship Phone

Address

Academy

Academy Hours

Start Date End Date

Entry/Exit Date

Date Hired Date Resigned Service for less than one month

Reason

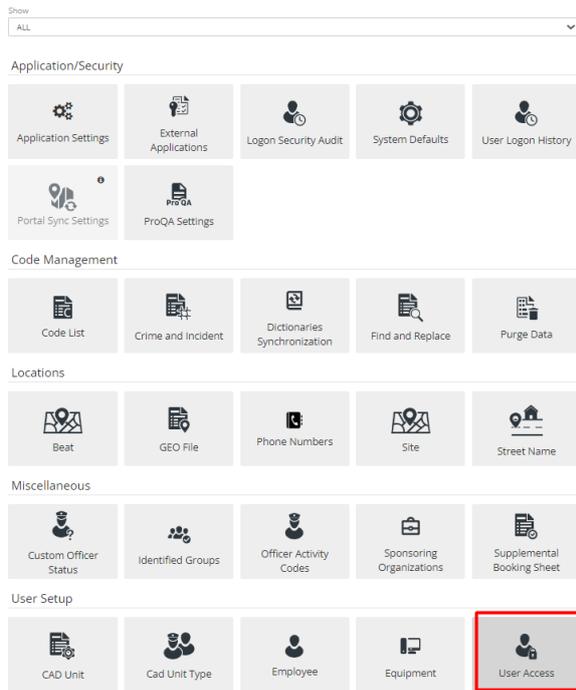
Rank and Salary

Rank Date of Rank Salary

Hit Save to add that Employee to the System.

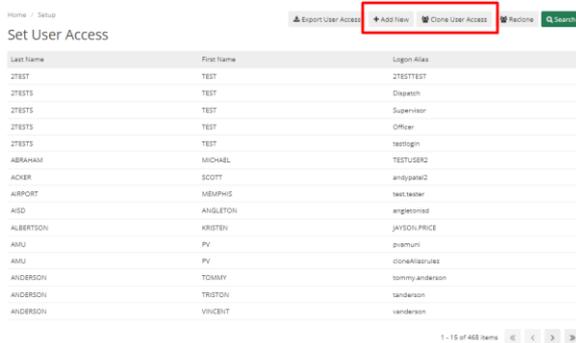
User Access

Once the Employee file is set up, Admin needs to provide access and permissions to the user. To do so, navigate to the User Access tab in Setup.

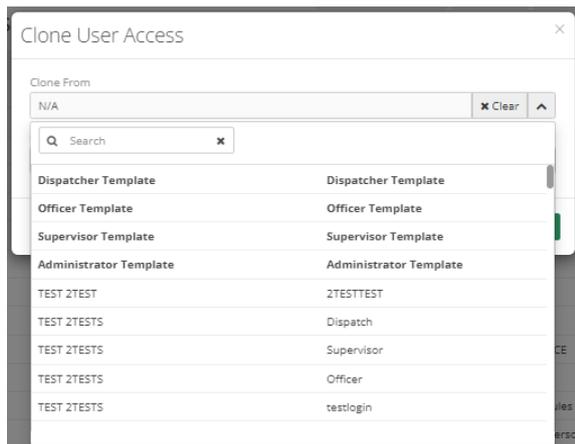


Admin does not require to set user permissions for Employees who just need to dispatch calls. For employees which need to add a Case report or CAD event then for them, permissions are required.

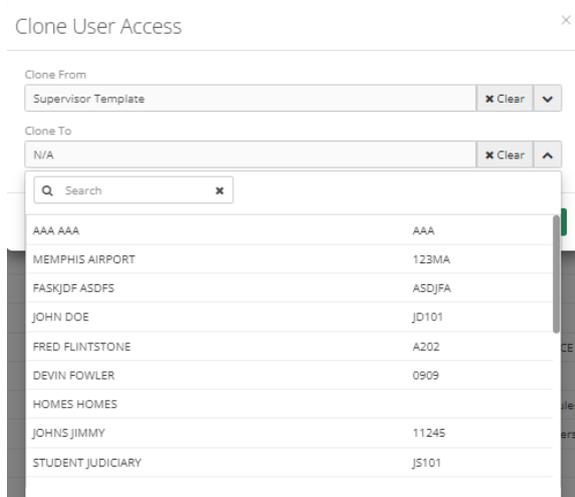
To add a new user, Admin can click on Add New or can click on Clone User Access to clone user permissions.



On click of clone user access, it will ask for Clone From. It has templates ARMS have added or Admin can also clone permissions from already created Employees.



Clone To will show whom Admin wants to set permissions for. It will show a list of employees who do not have any access yet.



By selecting any user, Admin can view all its details with multiple fields.

Password – This field allows Admin to modify an employee’s password.

Change Password Every – This will change the password every set number of days. For example, if the value added is 90 days, then Password will change every 90 days for that employee.

Next Change Date – This will show the next day of changing the password.

Active Directory Domain and Active Directory User – If the user uses Windows Login to log in to their workstation, then these fields can be set up. So that ARMS can recognize Windows users.

Home / Setup Delete Cancel Save

Edit User Access

Currently Linked To Employee: TOMMY ANDERSON Last Logged On: 7/20/2016

Link To Employee: TOMMY ANDERSON Login Alias: tomy-anderson

Active
 Is Account Blocked
 Enable Password Recovery
 Currently Logged On

[Terminate All User's Sessions](#)
[Reclone User Access](#)
[External Accounts](#)

Common	Permission	Access
Arrests	Vehicle Maintenance	<input checked="" type="checkbox"/>
NCIC Queries	Training records	<input checked="" type="checkbox"/>
CAD	Lists Menu	<input checked="" type="checkbox"/>
Incident Set	Employee File from Lists	<input checked="" type="checkbox"/>
BOLO	Query Menu	<input checked="" type="checkbox"/>
Case Management	Setup Menu	<input checked="" type="checkbox"/>
Follow Up	Application Settings	<input checked="" type="checkbox"/>
Supplementary	Maintenance	<input checked="" type="checkbox"/>
Master Name	Modification History	<input checked="" type="checkbox"/>
Master Vehicle	Juvenile Records	<input checked="" type="checkbox"/>
Master Business	Sex Offense Records	<input checked="" type="checkbox"/>
Property/Evidence	Confidential Records	<input checked="" type="checkbox"/>
Moving Citations	Scaled Records	<input type="checkbox"/>
Report Center	Record Number and Date Fields (All Fields)	<input checked="" type="checkbox"/>
Profile Data		
Photos		
Media		

Active – This checkbox will allow Admin to deactivate a user who is no longer an employee of the Department. So, they cannot access ARMS.

Is Account Blocked – This checkbox will block Employees from password recovery, and will not be allowed to update their password and log in.

Enable Password Recovery – This would enable security questions for password recovery, if an employee forgot their password, then these security questions will help them recover their password.

There are multiple tabs below fields that allow Admin to set permission for that Employee. The only important ones are described below:

Common- To give access to the setup menu to any employee, Admin needs to come to this tab and enable the setup Option here. If the person has access to the Setup menu, then they must be in the Admin Department or any employee with such kind of Role. It allows that employee to add new employees, modify permissions and code lists, etc.

Sex Offense Records, Juvenile Records, and Confidential Records, this checkbox is marked then the employee will be able to see Records of such Crimes otherwise it won't allow it.

Common	Permission	Access
Arrests	Vehicle Maintenance	<input checked="" type="checkbox"/>
NCIC Queries	Training records	<input checked="" type="checkbox"/>
CAD	Lits Menu	<input checked="" type="checkbox"/>
Incident Set	Employee File from CAD	<input checked="" type="checkbox"/>
BOLO	Queue Menu	<input checked="" type="checkbox"/>
Case Management	Queue Menu	<input checked="" type="checkbox"/>
Follow Up	Application Settings	<input checked="" type="checkbox"/>
Supplementary	Maintenance	<input checked="" type="checkbox"/>
Master Name	Modification History	<input checked="" type="checkbox"/>
Master Vehicle	Juvenile Records	<input checked="" type="checkbox"/>
Master Business	Sex Offense Records	<input checked="" type="checkbox"/>
Property/Evidence	Confidential Records	<input checked="" type="checkbox"/>
Moving Citations	Sealed Records	<input type="checkbox"/>
Report Center	Record Number and Date Fields (All Fields)	<input checked="" type="checkbox"/>
Profile Data	Data Browser	<input checked="" type="checkbox"/>
Photos	Portal	<input type="checkbox"/>
Media		
Mavient		

Other permissions can be given access by allowing them to view, add, modify, or delete as required. A few of them are explained below:

- Common
- Arrests
- NCIC Queries
- CAD
- Incident Set
- BOLO
- Case Management
- Follow Up
- Supplementary
- Master Name
- Master Vehicle
- Master Business
- Property/Evidence
- Moving Citations
- Report Center
- Profile Data
- Photos
- Media
- ...

CAD – This section is not just for Dispatchers; it will relate to Officers as well. It has the “Self-Call” and “Can Issue Report from Mobile CAD” option which is related to Officers as officers can have permission to self-initiate calls and can have access to Mobile CAD to generate Case Report.

Common	Permission	Access	Add	Modify	Delete
Arrests	CAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NCIC Queries	CAD Notes		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAD	Print Shift Report	<input checked="" type="checkbox"/>			
Incident Set	CAD Preference	<input checked="" type="checkbox"/>			
BOLO	Modify CAD Date/Time	<input checked="" type="checkbox"/>			
Case Management	Modify Logon/Logout	<input checked="" type="checkbox"/>			
Follow Up	Self Call	<input checked="" type="checkbox"/>			
Supplementary	Can Issue Report from Mobile CAD	<input checked="" type="checkbox"/>			
Master Name					
Master Vehicle					
Master Business					
Property/Evidence					
Moving Citations					
Report Center					
Profile Data					
Photos					
Media					
Mavient					

Case Management- This will help to set Approval Peers in ARMS. It has multiple options to set who can Approve or Kick Back Reports.

	Permission	Access	Add	Modify	Delete
Common	Case Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrests	Involved Parties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NCIC Queries	Add Property	<input checked="" type="checkbox"/>			
CAD	Add Vehicles	<input checked="" type="checkbox"/>			
Incident Set	Add UCR Statistics	<input type="checkbox"/>			
BOLO	Add Unknown Suspects	<input checked="" type="checkbox"/>			
Case Management	Add Assign to Investigation	<input checked="" type="checkbox"/>			
Follow Up	Print Case Full	<input checked="" type="checkbox"/>			
Supplementary	Print Case Selective	<input checked="" type="checkbox"/>			
Master Name	Can Submit for Approval	<input checked="" type="checkbox"/>			
Master Vehicle	Can Approve and Kick Back	<input type="checkbox"/>			
Master Business	Can Final Approve	<input type="checkbox"/>			
Property/Evidence	Can Modify After Approval	<input type="checkbox"/>			
Moving Citations	Can Modify Other Cases	<input type="checkbox"/>			
Report Center	Can Modify Status and Disposition	<input type="checkbox"/>			
Profile Data	Can Export Data To CSV	<input type="checkbox"/>			
Photos	NIBRS Data Extract	<input type="checkbox"/>			
Media	NIBRS Service Integration	<input type="checkbox"/>			
Maxient	Courtyard Integration	<input type="checkbox"/>			
	Create Narrative Template	<input type="checkbox"/>			

Once all permissions are set, hit “Save” and the User or an Employee will have access to ARMS.

External Applications

If Departments want to set up ARMS with external applications such as SAML or some type of login system, then it is required to open this section. It is more technical stuff so it may require the IT Department’s involvement.

Show: ALL

Application/Security

- Application Settings
- External Applications**
- Logon Security Audit
- System Defaults
- User Logon History
- Portal Sync Settings
- ProQA Settings

Code Management

- Code List
- Crime and Incident
- Dictionaries Synchronization
- Find and Replace
- Purge Data

Locations

- Beat
- GEO File
- Phone Numbers
- Site
- Street Name

Miscellaneous

- Custom Officer Status
- Identified Groups
- Officer Activity Codes
- Sponsoring Organizations
- Supplemental Booking Sheet

User Setup

- CAD Unit
- Cad Unit Type
- Employee
- Equipment
- User Access

Set up Protocol or Application to which the Department wants to connect. Also add mandate fields like Module Path, IdP Entity ID, Metadata Location, and Service Certificate file.

Add Application X

Protocol

Name

Module Path

IdP EntityID

Metadata Location

UserID Claim Type

Select Service Certificate File
 Browse...

Certificate Password

Active

Do not forget to restart application pool of the Identity Service to apply updated settings

Cancel Save

After adding an application, it can be selected for each user by going into the Setup menu > User Access menu. Select the user for which setup is required then click on the External Accounts button. This will ask to set an email address and will use this for the next logins instead of the ARMS default login setup.

Edit Account X

Application

Token

Delete Cancel Save

This can be used for two-way authentication etc. for extra security.

CAD Unit

Show

Application/Security

- Application Settings
- External Applications
- Logon Security Audit
- System Defaults
- User Logon History
- Portal Sync Settings
- ProQA Settings

Code Management

- Code List
- Crime and Incident
- Dictionaries Synchronization
- Find and Replace
- Purge Data

Locations

- Beat
- GEO File
- Phone Numbers
- Site
- Street Name

Miscellaneous

- Custom Officer Status
- Identified Groups
- Officer Activity Codes
- Sponsoring Organizations
- Supplemental Booking Sheet

User Setup

- CAD Unit
- Cad Unit Type
- Employee
- Equipment
- User Access

The final step for adding an employee to the ARMS system. Is to give CAD unit to an Employee. It's a way for the Dispatcher to Log on, log off and assign Officers/Employees to the Call. It will also help the Dispatcher to keep track of employees when they are on shift.

If an Officer should be able to put cases and if Admin wants to track them in dispatch, then adding a CAD unit to that Employee is required.

Depending on the role and requirements of the Employee, the Administrator can set up a simple Employee file, an Employee with User Access, an Employee with user access and a CAD unit, or an Employee with just a CAD unit.

Home / Setup

CAD Unit Add New Search

Code: CAD Unit Type:

Department: Status:

CAD Unit	Description	Unit Type	Department
000007D	LAURA JEACOB		
100	TIMOTHY GRANT		
11015	ANIMAL WELFARE		
111111	DANIEL		
114	KRISTEN ALBERTSON		
122	CAKE, JAKE		
122K	JOHN JAMES	BIKE	Patrol
1234	HAHAHA		
152	SMITH	ADMIN	ADMINISTRATIVE
171	WWUJ	ADMIN	
2201	JORDAN MAGGIE		
2201B	MCAVOY WILLIAM		
3	BANAHAN LESLIE		Security
42	SOUTH, DARRYL		
42-R	BRIN, DAVID	POLICE	Patrol

1 - 15 of 198 items

The search option helps search for an Employee from the list and Add New button will create a new CAD unit.

Edit CAD Unit

Code: Description:

CAD Unit Type: Department:

Active

Vehicles:

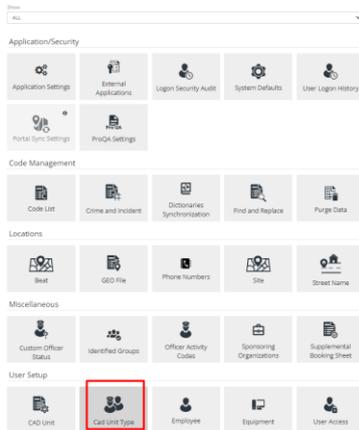
Employees:

Call Number: 4321
Officer: JOHN SMITH
Vehicle:

To add a Cad unit to an Employee, Admin needs to fill out details such as Employee Code Description, Cad Unit Type, Department, whether it's Active or not, if an Employee has a Permanent vehicle which they always use, then a vehicle can also be added.

Multiple Employees can be added to a single CAD unit, by selecting Employees from the Employee field.

CAD Unit Type



There is a field called CAD Unit Type in CAD Unit, to add data to this field Admin can go to Setup> CAD Unit Type.

There is a Unit Type, Description, and Icon that relates to that Unit Type.

Edit Cad Unit Type

Unit Type
A

Description
ADMIN

Buttons: Delete, Cancel, Save

In CAD, it will display in the Available Unit List and Open Call List as shown in the screen below:

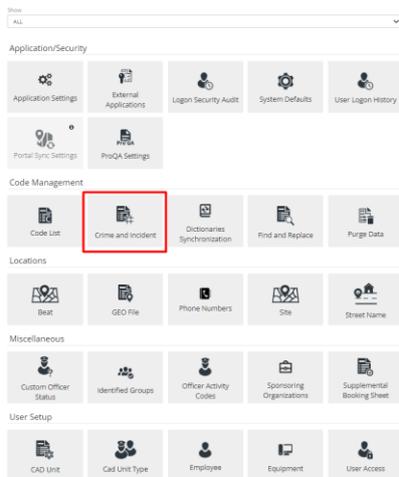
Available Units List					Open Calls List									
Unit #	Site	Dept	Beat	Last Known Locato	Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Site	Beat	Location
114				ACCELERATOR B	000065	04	1	On Scene	11:09	42720	TL			4000 BLOCK OF BARING ST, 4000, BARING ST
122X	UMMC	PTRL		ALUMNI LOWER	000083	04	1	Enroute	19:53	15466	WB	UMO		CAFETERIA, 784, COLISEUM DR/POOLE DR.
6507D	UMMC			ALUMNI LOWER	000079	FI	3	Stacked	00:21	17447	BIS003	UMO	2	ALL AMERICAN DR, ALL AMERICAN DRIVE
57	UMMC			ALUMNI LOWER	000072	08	5	On Scene	13:38	26731	WHOI			2801, NORTH BRAESWOOD BOULEVARD
CR	UMMC	PTRL		ALUMNI LOWER	000077	VEHST	5	Stacked	00:07	17462	BIS003	UMO	4	ACCELERATOR BUILDING, 631, ALL AMERICAN DRIVE
HD	UMMC			ALUMNI LOWER	000078	70	5	Stacked	00:14	17455	BIS003	UMO	2	ACADEMIC BUILDINGS.
JBK	UMMC	PTRL		ALUMNI LOWER	000063	07	5	Reassigned	11:08	41280	TL			4000 BLOCK OF BALTIMORE AVENUE, 4000, BALTIMORE AVE
4F	UMMC			ALUMNI LOWER	000069	ROBS	5	Received	10:54	25455	HOLD	UMO	4	LAMAR LAW CENTER, 615, GROVE LOOP
TR1		ADMIN	5	2801, North Braes	000071	08	5	Received	11:52	25397	HOLD	UMO	2	V. B. HARRISON HEALTH CENTER, 400, REBEL DRIVE
BIS003	UM-0				000092	ACCIDENT	5	Received	08:51	15498	HOLD			4000 BLOCK OF CHANCELLOR ST, 4000, CHANCELLOR ST
000007D														
100														
11015														
111111														

If the user wants to view only fire units or any specific units, then they can select it From the Unit display menu. It will show as per the selection in the Available Unit List and Open Calls List. Multiple unit types can be selected.

Unit Display		911 Positions
<input checked="" type="checkbox"/>	All Unit Types	Alt+0
	A	Alt+1
	B	Alt+2
	F	Alt+3
	P	Alt+4

Setup: Crime Code Setup

Crime and Incident Codes



It's an important part of ARMS, Admin will be checking and changing these codes as per reporting criteria. To get there click on the Crime and Incident Tab in the Setup menu.

The first screen displays the list of Crime codes added to the system, it can be filtered to filter as per requirement or else Admin can also Add a New Crime code. Admin can also Bulk Edit items in the list and can Export codes which will export all the Crime codes into a CSV file or Excel Spread Sheet.

Home / Setup

Export Bulk Edit + Add New Filter

Crime Code

Offense Code: Crime Code Module: Clear UCR Data:

NIBRS Offense: Description: Classification:

Clery Act Data: Level of Offense: Crime Types: Clear

State Offense Code: Status:

Clear Apply

Offense Code	UCR Data	NIBRS Offense	Clery Data	State Offense Code	Description	Classification
0021	99				FP2	
03					Fire	PATROL
04	45	13B	Arson		Assault-Simple	ASSAULT
05	42	13A	Aggravated Assault		123456789012	ASSAULT
06					Administrative Duties	PATROL
07					Alarm - Check	SERVICE
08					Alarm - Response	SERVICE
10					Alarm - Code Blue Activation	SERVICE
11					Adopt-a-COP	SERVICE
12					Court Appearance	PATROL
13					Harrasing Email	COMPUTER CRIME
14					Cyberstalking	COMPUTER CRIME
15					Transport	SERVICE
17					Malicious Mischief	PATROL
18					Secured Door/Window	SERVICE

1 - 15 of 289 items < >

Important fields to understand while adding Crime Codes are as below:

Home / Setup

Delete Cancel Save

Edit Crime Code

Offense Code: UCR Data: Code Section:

Clery Act Data: CAD Open Calls List: Unit Display: Clear NIC Number:

NIBRS Offense: Description: Classification:

Portal Classification: Level of Offense: Call Timer:

Call Priority: State Offense Code: NIBRS Additional Code:

Standard Operating Procedure:

Crime Types Display this crime code in

<input checked="" type="checkbox"/> Include in Media Log	<input checked="" type="checkbox"/> Include in "Right To Know"	<input checked="" type="checkbox"/> Computer Aided Dispatch	<input checked="" type="checkbox"/> Case Management
<input type="checkbox"/> Call For Service	<input type="checkbox"/> "Hate" Crime	<input checked="" type="checkbox"/> Arrests	<input checked="" type="checkbox"/> Event Tracker
<input checked="" type="checkbox"/> Crime Against Person	<input checked="" type="checkbox"/> Weapon Possession	<input checked="" type="checkbox"/> Moving Criminal Citations	<input checked="" type="checkbox"/> Parking Citations
<input type="checkbox"/> Crime Against Property	<input checked="" type="checkbox"/> Criminal	<input checked="" type="checkbox"/> Patrol Activity	<input checked="" type="checkbox"/> Interview
<input type="checkbox"/> Crime Against Society	<input checked="" type="checkbox"/> Include in Briefing Report	<input checked="" type="checkbox"/> Warrant	<input checked="" type="checkbox"/> Restraining Order
<input type="checkbox"/> UCR Part 1	<input type="checkbox"/> Secure Check	<input checked="" type="checkbox"/> Racial Profiling	<input checked="" type="checkbox"/> Trespass
<input checked="" type="checkbox"/> UCR Part 2	<input checked="" type="checkbox"/> Active Code	<input checked="" type="checkbox"/> Criminal Complaint	
<input type="checkbox"/> Drug Law	<input type="checkbox"/> Liquor Law	<input checked="" type="checkbox"/> Select all	

Offense code – It is a code for Offenses that the Dispatcher can put in and can quickly type out.

UCR Data - It is for UCR Summary Reporting.

Code Section - It can be anything that can be specific to a state.

Clery Act Data - It is for Clery, Admin can select Clery Act Data from the list from the selected Offense Code.

Clery Act Data

7 — Arson

- N/A
- 11 — Destruction/Damage/Vandalism
- 12 — Larceny
- 1A — Murder & Non-negligent Manslaughter
- 1B — Negligent Manslaughter
- 2A — Rape (Sexual Assaults)
- 2B — Fondling
- 2C — Incest
- 2D — Statutory Rape
- 3 — Robbery
- 4 — Aggravated Assault
- 5 — Burglary
- 6 — Motor Vehicle Theft
- 7 — Arson**
- 8 — Other Crime - Bodily Injury
- 9 — Simple Assault
- 9B — dating violence

NCIC Number – If the selected offense code is some offense code that needs to be seen by NCIC then this option is required to fill.

NIBRS Offense – It is for NIBRS reporting, that’s going to be added if Admin/Officer is reporting for NIBRS.

Description – It is a description of the Offense Code; it describes what type of code it is.

Classification – It is a general overview of the Offense code. For example, Aggravated assault, simple assault, etc. all come under assault. It makes it easier to see reporting as per classification.

Portal Classification – It relates to the mapping portal where it chooses a specific classification that matches the portal.

Portal Classification

AS - Assault

- N/A
- HDM - Homicide
- MAN - Manslaughter
- RAP - Rape
- SEX - Sexual Assault
- ROB - Robbery
- AS - Assault**
- BUG - Burglary
- LT - Larceny-Theft (Except motor vehicle theft)
- MOT - Motor Vehicle Theft
- ARS - Arson
- VAN - Vandalism
- INT - Intimidation
- SAS - Simple Assault
- AA - Auto Accident
- OI - Other Incident
- ALRM - Alarm
- FO - Family Offense
- MP - Missing Person
- WOF - Weapon Offense

Level of Offense – It shows the level of Offense which can be Incident, Misdemeanors, Felonies, or Other.

Level of Offense

M

- I
- M**
- F
- O

Call Timer - Alert will pop up as per the time set here. If 60 min is set, then every 60 min an alert will pop up to a Dispatcher. It can be lowered or higher as per the requirement. Dispatchers can change if they have permission, every time

Call Priority – It goes from 1 to 5, the higher the priority the higher the Call in Open Call List. 1 would be on top and would be at the bottom.

State Offense Code – This is for NIBRS Reporting; it will be required while reporting for NIBRS.

Standard Operating Procedure – This shows up on the Dispatcher side, whenever a Dispatcher puts in a crime code it will pop up an alert for them to be able to view the Standard Operating Procedure.

Crime Types – This is more for Reporting of this Crime Code. It has multiple checkboxes as described below:

Include in Media Log and Include in “Right to know” is related to Clery.

Include in Media Log means when a user tries to Print Media Log it will show up with this Crime Code.

Call for Service – Any kind of Crime code that the department considers a Call for Service for the department

Crime Against Person – Crime which includes a Person as a Victim. For Example, Assault.

Crime Against Property - Crime which includes a Property as a Victim. For Example, Burglary.

Crime Against Society - Crime where no person is involved or there is no Victim. For Example, Involvement of Drugs/Narcotics/Weapons.

UCR Part 1 and Part 2 – It is for UCR Summary Reporting.

Drug Law, Liquor Law, ”Hate” Crime and Weapon Possession - These all are related to Clery Reporting. Weapon Possession is to track that, that call has a Weapon Possession.

Criminal – It will label crime as Criminal.

Include in Briefing Report – It will add a Department Briefing Report in ARMS Home Screen.

Secure Check – If there is a building check and the Officer is allowed to self-initiate the call then they will see crime codes that have security checks allowed.

Active Code – If this checkbox is unchecked then it will not show any Officer or any Dispatcher. It will retain all information in past but will not allow anything in the future unless it’s marked active again.

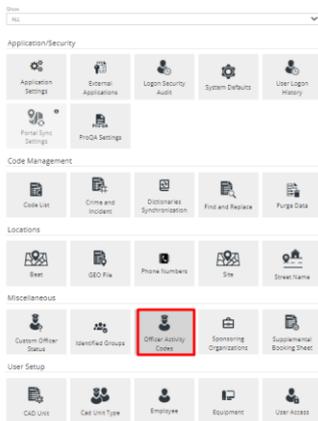
Display this crime code in - All checkboxes here help to customize the view for Dispatchers and Officers. It will display as per settings made here.

Display this crime code in

<input checked="" type="checkbox"/> Computer Aided Dispatch	<input checked="" type="checkbox"/> Case Management
<input type="checkbox"/> Arrests	<input type="checkbox"/> Event Tracker
<input type="checkbox"/> Moving Criminal Citations	<input type="checkbox"/> Parking Citations
<input type="checkbox"/> Patrol Activity	<input type="checkbox"/> Interview
<input type="checkbox"/> Warrant	<input type="checkbox"/> Restraining Order
<input type="checkbox"/> Racial Profiling	<input type="checkbox"/> Trespass
<input type="checkbox"/> Criminal Complaint	

Select all

Officer Activity Codes



Officer Activity Codes are used by Dispatchers to describe what kind of Activity that Officer is on. There is an Add New and Search option by which Admin can Add a New Officer Activity code or search for an old one.

Code – Code to denote Activity

Description – Describes Code

Active – Denotes the Status of Code whether it's Active or Not.

Stamp Times – If allowed for any Officer Activity Code then it will automatically add Dispatch, Enroute, and Arrive Time matching the time when the call was initiated. So, it saves lots of time for the Dispatcher.

Home / Setup Add New Search

Officer Activity Codes

Code	Description	Active	Stamp Times
AC	ASSIGNED CALL	YES	NO
BK	Backup/Phone	YES	NO
EDW	End Of Watch	YES	YES
OI	OFFICER INITIATED	YES	YES
ONDUITY	On Duty Officer for Shift Login	YES	YES
REA	REASSIGN	YES	YES
SA	SA	YES	NO
TOT	TOT	YES	NO
VEHST	VEHICLE STOP	YES	YES

Found 9 record(s) < >

For Example, if Stamp Time is allowed in Officer Initiated Code, then as soon as Officer selects Activity it will automatically pull Dispatch, Arrive, and Enroute timing. It can be edited if required.

Date: 10/21/2022 **10:51**

Event Nbr: Report Nbr: Rec'd Via: PHONE

Initial Incident: Call Timer: 10

Street: Map Priority:

Common Name: Look Up Validation

Location Detail: Apt Nbr:

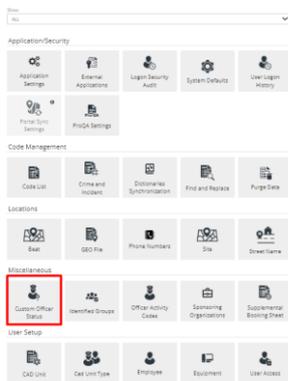
City: State: Zip: County:

RP First Name: Last / Business Name: Phone:

Address:

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
TL	TIM LAYMAN	OFFICER INITIATED	10:51	10:51	10:51	

Custom Officer Status



It is a way for Department to customize Officer Status as per the Department's needs.

The dialog box 'Edit Custom Officer Status' contains the following fields:

- Code: 59
- Description: ESCORT
- Main Status: Arrived
- Cad Unit Type: P. POLICE

Buttons: Delete, Cancel, Save

It has multiple fields as described below:

Code – It defines Code.

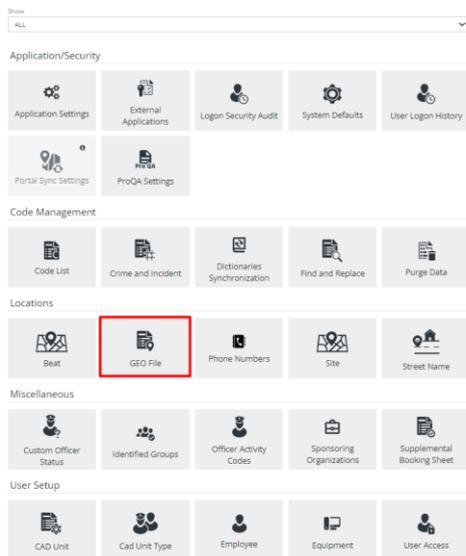
Description – It describes the detail of the Code.

Main Status – It shows the Status to which it will be Related. If it is marked as arrived then to change Officer Status to Custom Officer Status, the Status of Officer must arrive.

CAD Unit Type – This denotes that Code will only apply to the selected CAD Unit Type.

Setup: Location Setup

GEO Files



The GEO file is a section that encompasses the Site, Beat, and Street Name. It is more of Locations within the Department's Jurisdiction. In this section, Admin can Search, Export, and Add New Geo Files.

Home / Setup

Export Add New Search

Location Code	Common Name	Street Number	Street Name	Suite Number	Site Name
04	ALUMNI LOWER	1232	BALTIMORE AVE		UM MED CENTER JACKSON MS
09	BASEBALL FIELD	123	1 AIRPORT ROAD		
1 HR HD	1 HOUR HANDICAP				
10	REBEL DRIVE/MILLER/GUESS				
100	Café Du Monde	800			
13	CIRCLE				
14	COLISEUM CIRCLE				UM OXFORD MS
15 MIN	15 MINUTE FORD CENTER				
16	REBEL DRIVE FACULTY/STAFF				
30 MIN LT	30 MINUTE LOT	1234	CROSS STREET		UM OXFORD MS
33	FACULTY HOUSE 33	60		34	UM OXFORD MS
40BLKBALT	4000 Block of Baltimore Avenue	4000	BALTIMORE AVE		
40BLKBARG	4000 Block of Baring St	4000	BARING ST		
40BLKCHANIC	4000 Block of Chancellor St	4000	CHANCELLOR ST		
40BLKCHEST	4000 of Block Chestnut St.	4000	CHESTNUT ST		

1 - 15 of 519 items

There are multiple tabs to Add details in Geo File like General, Officer Safety, Security Matrix, Clery Data, Haz Materials, Contact Information, Photos, Other Media, and Alias.

In General Tab, there are multiple fields they are as below:

Site - Select Site from dropdown, Admin can generate Lots of Reports based on Sites track Cases as per Site, the Dispatcher can display their Unit type or Locations based on Site.

Location Code – It helps to quickly pull locations by the location code.

Common Name – It would be the Normal Name of a Location that is commonly used.

Location Type – More values can be added to this dropdown through Code List.

NIBRS Address Type – If the Department Reports NIBRS, then this field can be selected.

City, State, Zip, County, etc. basic Location-related Information. Other information like the Email Address and website of that location can be filled in.

Admin can also Map actual location in Map by adding Latitude and Longitude.

The description field helps to describe location details.

If details are being added for UCR Reporting, then UCR Reportable can be marked.

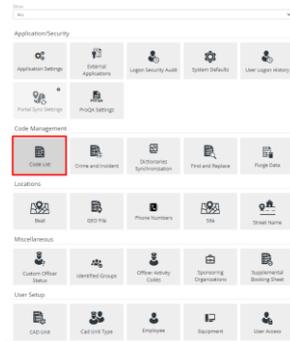
Officer Safety Tab - If there is any kind of Information regarding the location that the Officer/ Dispatcher needs to know, then that information can be added here. It will Pop-Up as an Alert.

Security Matrix Tab - This will allow Admin to add Information about the Location if that location has any security System. Details Like System, Company Name, Category Number, Phone Number, In Service For, System Located, Last Service Check, Next Service Check, Notes, and Security Matrix Icon can be added.

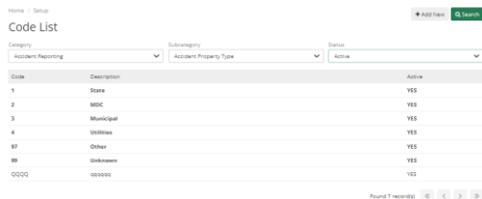
Setup: Code Management

Code List

For any code in the system that is an Employee file, Crime code or Geo File anything in the dropdowns can be found in this tab. If Admin wants to Add, Delete, or Modify any codes in ARMS then they can go to Code List in Setup.



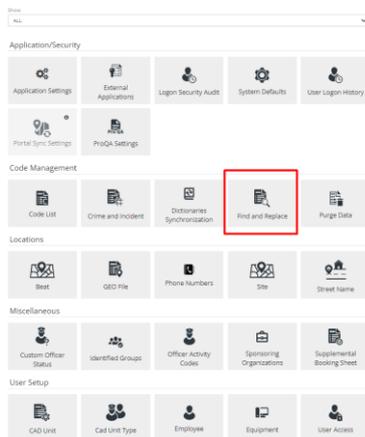
It is separated into two parts Category and Subcategory. Select Category lists all Main Module of ARMS and in Subcategory select the required field.



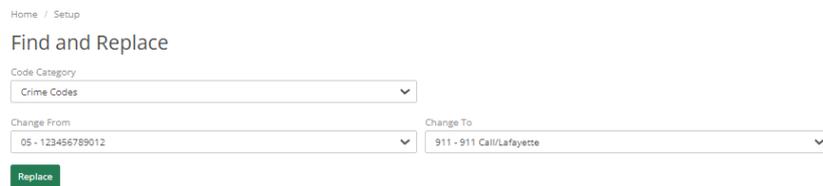
Status has multiple different options like Active-any code is active, Inactive- codes which can be seen by the Dispatcher but can't be included in CAD or Case, Show All – which will show all active and inactive codes, System Code – it's any bold code which can't be deleted, it is System code added by ARMS team, and Show Synced – It will show codes synced by Admin during Dictionary Synchronization.



Find and Replace



The find and Replace section will be helpful if the Department needs a code cleanup or wants to remove code or Mark code as Inactive but requires merging code with another.



Code Category- It will show all lists of Categories in which the user can find data and can then replace it.



Change from and Change To – This will allow them to select from which Category the User wants to replace the existing category. Any Case with code in Change from will be replaced by code in Change To.

Merge Duplicates

Some Admin features are not in the Setup menu. One of those features is Merge Duplicates. It is included in Names, Vehicles, and Businesses where the Admin can merge any of these in case Officers have added any duplicates.

Here, for example, we will show Merge Duplicates of Names. To merge duplicates, click on Merge Duplicates on Top in the Name Section. Admin can search Names by Last Name, First Name, and Student ID.

Merge Duplicate Names

Last Name	Last Name Chars Count	First Name	First Name Chars Count
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Id	Student Id Chars Count		
<input type="text"/>	<input type="text"/>		

No names selected No data to display

Student Id	Last Name	First Name	Mid Name	Suffix	DOB
No data to display					

If there are two or more duplicates they can be merged.

Merge Duplicate Names

<input type="radio"/> PRIMARY	<input checked="" type="radio"/> PRIMARY
<input checked="" type="checkbox"/> DELETE	<input type="checkbox"/> DELETE
Student Id: <input type="text" value=""/>	<input type="text" value="00013306"/>
Last Name: <input type="text" value="SMITH"/>	<input type="text" value="SMITH"/>
First Name: <input type="text" value="JOHN"/>	<input type="text" value="JOHN"/>
Middle Name: <input type="text" value=""/>	<input type="text" value=""/>
Suffix: <input type="text" value=""/>	<input type="text" value=""/>
Race: <input type="radio"/> WHITE	<input checked="" type="radio"/> WHITE
Sex: <input type="radio"/> MALE	<input checked="" type="radio"/> MALE
DOB: <input type="text" value=""/>	<input type="text" value="11/01/1999"/>
Ethnicity: <input type="radio"/> NOT HISPANIC OR LATINO	<input checked="" type="radio"/> NOT HISPANIC OR LATINO
SSN: <input type="text" value=""/>	<input type="text" value=""/>
Driver's License: <input type="text" value=""/>	<input type="text" value=""/>
License State: <input type="text" value=""/>	<input type="text" value=""/>
Classification: <input type="text" value=""/>	<input type="text" value=""/>
State Id: <input type="text" value=""/>	<input type="text" value=""/>
FBI Id: <input type="text" value=""/>	<input type="text" value=""/>
Finger Print Id: <input type="text" value=""/>	<input type="text" value=""/>
Alcon Id: <input type="text" value=""/>	<input type="text" value=""/>
Office Safety: <input type="text" value=""/>	<input type="text" value=""/>
Email: <input type="text" value="JOHN.SMITH@ARMS.COM"/>	<input type="text" value=""/>
Cell #: <input type="text" value=""/>	<input type="text" value=""/>

The Name required can be merged with another similar name by marking it as Primary. Once selected click on Merge and it will warn Admin with a dialog box that says that if a user merges these Names, then it cannot be reverted. The merged Name will get replaced with the old Name in each CAD event and Case where it was added before. So, if a user is sure only then they should merge the Names.

This process will be the same for Businesses and Vehicles.