ARMS Mobile Admin Workbook

Contents

1.0 Department Information

The Department Information of the System Default section is where ARMS keeps the basic information about your department. You can modify all this information if any is incorrect. The fields ARMS keeps record of are the Name of your business or school, your department, your Chief, who prepared your UCR, your business or school's Address, City, State, and Zip Code, Phone and Fax number, County, ORI Number, any Other Agency Number, your Department's Abbreviation, your City Population, a Department E-mail, your Department's Web Page and a Mailing Address.

You can also add a Department Badge.

You can add an image or change it by clicking on the image area and selecting the edit icon or delete icon. You can then add your desired image from the file explorer.

Department Info

General	Department Info
License	
Case Setup	
CAD Setup	
Arrests	
Property/Evidence	
Misc.	

Mailing Address

Address

207 REBEL DR

Open dialog:

This PC > Downloads

Search Downloads

Organize ▾   New folder

- Training
- Upgrade Notes
- OneDrive
- This PC
  - 3D Objects
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
  - Local Disk (C:)
  - Local Disk (D:)
- Network

testpic

File name: [   ]   Image Files

Open   Cancel
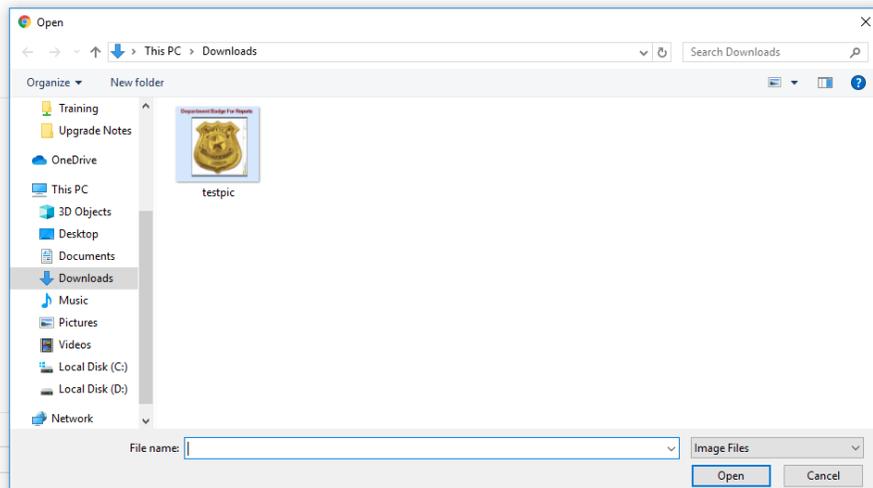
This badge, along with the Name of your business or school and your Department will show up at the top of any report you print from ARMS.

1.1 Case Setup

The Case Setup of the System Default section is where you can choose how your case numbers are set up and display. The Current Case Number will be the last case number put into the ARMS system and the Assign Starting Case Number is the number that will be given to the next case put into the ARMS system. The Can Edit Case Number in CAD Issue Report window allows a dispatcher to change the number of the next number given to a case in the system. The Not Auto Assign Nbr makes it so the officers put in the case numbers manually and they are not auto-assign.

Department Info

General	Number Settings
License	
Case Setup	Current Case Number
CAD Setup	Assign Starting Case Number
Arrests	
Property/Evidence	

Current Case Number: 18

Assign Starting Case Number: 19

☑ Auto Assing Number
☐ Print Synopsis in Narrative Default

The Case Number formatting is how you choose how you would like to display your case reports. This format mixed with the Current Case Number will give you the full Current Case Number, so for this ARMS the Current Case Number would be 19-0001.

Number Formatting

○ YYXXXXX
○ YY-XXXXX
○ YYYYXXXXX
○ YYYY-XXXXX
○ YYMMXXXXX
○ YYMM-XXXXX
○ YYYYMMXXXXX
○ YYYYMM-XXXXX
◉ YY-XXXX
○ YYXXXX

Example

19-0001

YY = Last two digits of Year

YYYY = Last four digits of Year

MM = Month, two digits

XXXXX = Case Number digits

1.2 CAD Setup

The CAD Setup of the System Default section is where you can setup certain settings for your Computer Aided Dispatch. Call Priority sort lets you choose whether the calls in the Open Calls List are ordered from top to bottom by high to low priority or low to high. The priority of the crime code is setup in the Crime/Incident section. The Location History is to determine how many calls that are related to a location you would like to see in the location history of CAD. The lower the number, the quicker the search will pull up the information. The CAD Refresh is the rate at which CAD refreshes with the database, we recommend keeping the refresh rate at 5 seconds. The President Rept and Chief's Rept checkboxes are legacy features and no longer do anything.

Home / Setup

Department Info

General	Number Settings		
License			
Case Setup	Current CAD Number	Assign Starting CAD Number	Assign Default Received Via
CAD Setup	45	46	911 - 911 CALL ▾
Arrests	Misc Settings		
Property/Evidence	Call Priority Sort		
Misc.	HIGH TO LOW ▾		

☑ Location History
☑ CAD Refresh
☐ Is President Report Enabled
☐ Is Chief's Report Enabled
☐ Advanced CAD

The CAD Number Setup is similar to the Case Number Setup, the Current CAD Number will be the last CAD event number put into the ARMS system and the Assign Starting CAD Number is the number that will be given to the next CAD event put into the ARMS system. The Assign Default Rec'd Via chooses the code that automatically is chosen as the Rec'd Via when a call is started. This will also be the Rec'd Via for any CAD events initiated in ARMS Mobile.

Miscellaneous
The Misc. tab of Dept Information allows users to manage a few miscellaneous features of the ARMS System. To access it, click on the Misc. tab on the setup page in system defaults.

Home / Setup

Department Info

General

License

Case Setup

CAD Setup

Arrests

Property/Evidence

Misc.

Auto Reset Numbers

Every New Year, Case, CAD, Arrest, and Event Tracker numbers will need to roll over to the next year. This portion of the Misc. tab allows you to configure the numbers to auto-reset on a monthly or yearly basis by checking which rollover option you like. You can also select to never roll over numbers, but this is not recommended as having separate prefixes for years is helpful for administrative purposes and organization. For example, a report issued December 31st, 2016 will be number 16-0454 but one issued January 1st, 2017 will be 17-0001.

Access to Racial Profiling Window

This section does just what it says on the tin, allows access to the Racial Profiling Window in the different modules of ARMS. Simply check the sections you want Racial Profiling to be accessible from.

Default Report Viewer Directory

Default Report Viewer Directory allows users to set a file path for any custom reports they might have commissioned. Once the proper directory is keyed in or browsed to, the user should be able to access these reports by going to Tools -> Report Viewer.

Other

Default Report Viewer Directory

2.0 Code list

The Code List of the Set Up Menu is where ARMS keeps any codes for your system. Most fields that are a drop-down menu or a yellow field are populated by the codes held in the Code List.

Code List

+ Add New   Q Search

Category		Subcategory	
ACCIDENT REPORTING	▼	ACCIDENT PROPERTY TYPE	▼

Code	Description	Is Inactive
1	State	NO
2	MDC	NO
3	Municipal	NO
4	Utilities	NO
97	Other	NO
99	Unknown	NO
Test 1	TEST	YES

Found 7 record(s)   «   ‹   ›   »

The Category drop down menu is populated with all the categories of ARMS codes that the Code List is split up by.

Home / Setup

Code List

Category

ACCIDENT REPORTING	▼

ACCIDENT REPORTING
ARREST
CAD
CASE MANAGEMENT
CITATIONS
CLERY
EVENT TRACKER
FINANCE
LOCATION
M.O. CODES
MASTER BUSINESS
MASTER NAME
MISCELLANEOUS CODES
NCIC
NIBRS
PARKING
PATROL ACTIVITY
PHYSICAL DESCRIPTION
PROCESSING
PROFILE DATA

Once you have chosen a Category, the Subcategory drop-down menu will be populated with all of the subcategories within the chosen ARMS category.

Subcategory

ACCIDENT PROPERTY TYPE	▼
ACCIDENT PROPERTY TYPE	
ACTIONS PRIOR TO CRASH	
AIRBAG STATUS	
AIRBAG SWITCH	
CARGO BODY TYPE	
CARRIER ISSUE AUTHORITY	
CDL ENDORSEMENT	
DRIVER CONTRIBUTING FACTOR	
EJECT CODE	
FIRST HARMFUL EVENT	
FIRST HARMFUL EVENT LOCATION	
GROSS VEHICLE WEIGHT	
HAZMAT PLACARD	
INJURY STATUS	
INTERSTATE	
LICENSE RESTRICTIONS	
LIGHT CONDITIONS	
MANNER OF COLLISION	
MATERIAL 1 DIGIT #	
MEDICAL FACILITY	

When you select the subcategory you want, the Code List will be updated to show only the codes that are inside of that category and subcategory.

Code	Description	Is Inactive
1	State	NO
2	MDC	NO
3	Municipal	NO
4	Utilities	NO
97	Other	NO
99	Unknown	NO
Test 1	TEST	YES

Once you have selected a Code, you can add and modify codes. The codes can be personalized by changing the Code and the Code Description. If you would like to stop using a code, we recommend marking that code as inactive.

Code List

Category

ACCIDENT REPORTING

Code	Description
1	State
2	MDC
3	Municipal
4	Utilities
97	Other
99	Unknown
Test 1	TEST

Edit List Value   ×

Code

Test 1

Description

TEST

☑ Is Inactive

Cancel   Save

If you want to completely delete a code, you will need to use the Find And Replace button (can be found on setup menu) to move anything associated with the code you want to delete into the code replacing it. So if you have a code in the list that you would like to delete, select that code. Then select the Find And Replace button.

Find and Replace

Code Category
BEAT

Change From	Change To
1 - 1	2 - 2

Replace

The Find and Replace List Values pop up window will appear. For the List Values For (Category) – (Subcategory) it will populate with whatever code you have selected that you are wanting to delete. The Change these List Values drop-down menu with be where you select the Code you want to change the deleted code values to.

Find and Replace

Code Category
CODE LIST

Category	Subcategory
ACCIDENT REPORTING	ACCIDENT PROPERTY TYPE

Change From	Change To
1 - STATE	2 - MDC

Replace

There are certain codes in the system that are called "system codes". These system codes will appear **bold** in the code list. The Code and Description can be modified, but they cannot be deleted.

Code List   + Add New   Q Search

Category	Subcategory
MASTER NAME	PHONE TYPE

Code	Description	Is Inactive
BAT	BAT PHONE	NO
CPH	**Cell Phone**	**NO**
HPH	**Home Phone**	**NO**
LOCAL	Local	NO
OFF	Office	NO
WPH	**WORK PHONE**	**NO**

There are also some codes that will need more setup than the other codes. One example of this is the Vehicle – Vehicle Model category. You will need to associate the Vehicle Models to a Vehicle Make in the system.

3.0 Find and Replace Code List

The Find And Replace Code List in the Set Up Menu is where you can Find Code values in your system that you no longer want and you can replace them with another code that is in your system. This will let you also Find and Replace Codes that are not found in the Code List section. To do this first select a Code Category.
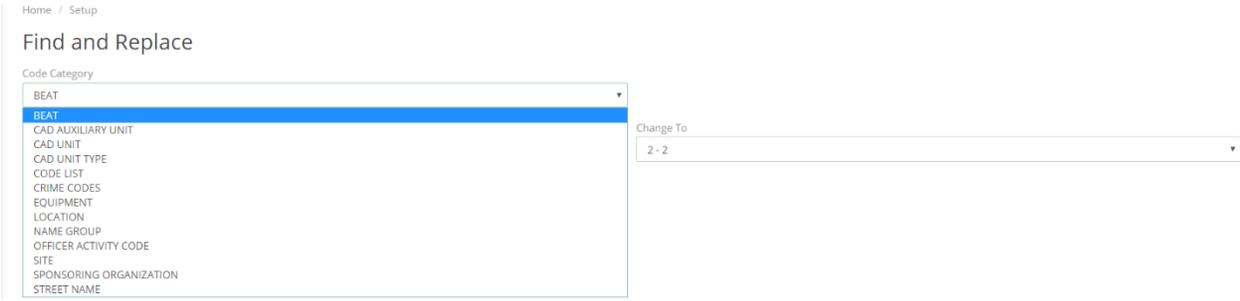
Next you will select the code in the section that you would like to delete and the code in that section you would like to change it to. The code you want to delete will be what you select for the Change From drop-down menu and the code you want it to be replaced with will be for the Change To drop-down menu.

Once you have everything chosen correctly and hit the Replace button, you will get the following notification saying that it was successfully replaced.

4.0 Crime/Incident Codes

One of the most important parts of the set-up menu, this section allows you to create the Crime/Incident codes used throughout the ARMS system. To get started, select Crime/Incident from the set-up menu

Navigation

Once selected, you can use search to find your codes. List will display all your codes in a list format, allowing you to sort them by clicking on the column header.   To Modify and edit an existing code simply click on the row. To Add a new code click add new. There are a few system codes (identifiable by their bold font) automatically generated, as they are basic CAD functions like vehicle stop and logon. Any other codes must be entered in manually.

Basic Info

To create a crime code, enter in an Offence Code. This should be something short but intuitive so dispatchers can quickly key them in, as this will be how the Code is selected in other parts of ARMS. If applicable, enter in the state penal code for the offence under Code Section.   The next required filed is Description; simply enter in a short description of the crime/incident. Classification is an organizational

field that helps structure your crime codes; for example, all assaults would be under the assault classification. You can filter the list using classification for easier code administration. Level of Offence requires you to select from I-Incident, M-Misdemeanor, F-Felony, or O-Other; enter in the letter of the most accurate level of offence for you crime code. The Call Timer field enables you to specify the time interval for officer safety alerts in CAD.

SOP

By selecting "Standard Operating Procedure", the user will be presented with a screen which will allow storage of Dispatcher info, departmental procedures, questions for the reporting party, etc.

Below 'Edit Crime Code':

Standard Operating Procedure

The User can then type in the SOP with the required information needed.

UCR Data

This field will store the UCR Code for the particular incident. It is important that this field has the correct data as it will affect all the department's UCR reports.

Data Code List

Data Code	Description	Data Code	Description
11	Murder & Non-negligent Manslaughter	45	Other Assault – Simple
12	Manslaughter by Negligence	51	Burglary – Forcible Entry
21	Rape by Force	52	Burglary – No Force Entry
22	Attempts to commit forcible rape	53	Burglary – Attempted Force
31	Robbery – Armed	71	Motor Vehicle Theft - Auto
32	Robbery – Knife	72	Motor Vehicle Theft - Truck Bus
33	Robbery – Dangerous Weapon	73	Motor Vehicle Theft - Other
34	Robbery – Strong Arm		
41	Aggravated Assault – Firearm		
42	Agg. Assault – Knife		
43	Agg. Assault – Dangerous Weapon		
44	Agg Assault –Hands, Fist, Feet		

Data Code List Part II

Data Code	Description
81	Larceny – Pocket Picking
82	Larceny – Purse Snatch
83	Larceny – Shoplifting 1st
84	Larceny – Taking Items From Auto
85	Larceny – Auto Parts & Accessories
86	Larceny - Bicycles
87	Larceny – From Building
88	Larceny – Coin Operated Machine
89	Larceny – All Other

Clery Act Data

+ Add New **Q Search**

Code List

Category
CLERY ▾

Subcategory
CLERYACTDATA ▾

Code	Description	Is Inactive
11	Destruction/Damage/Vandalism	NO
12	Larceny	NO
1A	Murder & Non-negligent Manslaughter	NO
1B	Negligent Manslaughter	NO
2A	Rape	NO
2B	Fondling	NO
2C	Incest	NO
2D	Statutory Rape	NO
3	Robbery	NO
4	Aggravated Assault	NO
5	Burglary	NO
6	Motor Vehicle Theft	NO
7	Arson	NO
8	Other Crime - Bodily Injury	NO
9	Simple Assault	NO

This list value field will store the Clery Classification for the incident and is important to reporting correct statistics on the department's yearly Student Right to Know report.

Display this Crime Code in

Display this crime code in

☐ Computer Aided Dispatch	☐ Case Management	☐ Arrests
☐ Event Tracker	☐ Moving Criminal Citations	☐ Parking Citations
☐ Patrol Activity	☐ Interview	☐ Warrant
☐ Restraining Order	☐ Racial Profiling	☐ Trespass
☐ Criminal Complaint		

The check boxes in this section will decide where this code is available for use.
Example: A code is marked for Computer Aided Dispatch, but not Case Management. This means that a dispatcher can use this code within CAD but an officer will be unable to select this code on a Case Report. In this example, the dispatcher can move faster through CAD by having their own succinct set of codes.

Crime Code Attributes

Crime Types

- [ ] Include in Media Log
- [ ] Include in "Right To Know"
- [ ] Call For Service
- [ ] Crime Against Person
- [ ] Crime Against Property
- [ ] Crime Against Society
- [ ] UCR Part 1
- [ ] UCR Part 2
- [ ] Drug Law
- [ ] Liquor Law
- [ ] "Hate" Crime
- [ ] Weapon Possession
- [ ] Criminal
- [ ] Include in Briefing Report
- [ ] Secure Check
- [ ] Active Code

This set of check boxes will describe how this crime code is reported on the various internal and external reports within ARMS.

Include in Media Log	Crime Code will appear in media log type reports
Include in "Right to Know"	Crime Code will appear in Clery Daily Logs
Call For Service	Crime Code will appear in Calls for Server reports
Crime Against Person	Helps to categorize the data for reports
Crime Against Property	Helps to categorize the data for reports
Crime Against Society	Helps to categorize the data for reports
UCR Part 1	Used for UCR Part 1 Audit Reports
UCR Part 2	Used for UCR Part 2 Audit Reports
Drug Law	Crime Code will appear in Clery Arrest Log
Liquor Law	Crime Code will appear in Clery Arrest Log
Weapon Possession	Crime Code will appear in Clery Arrest Log
"Hate" Crimes	Used for non-Clery Hate crime reporting
Criminal	Designate Criminal offences from Incidents/Events/etc
Include in Briefing Report	Crime Code will appear in daily briefing report
Secure Check	Crime Code will be counted as a location/building check
Inactive	Crime Code will no longer appear in ARMS

5.0 Geo Files

General

To get started, select GEO File from the setup code menu. Make use of search and the arrow tabs to navigate through your GEO files. You can either hit Add to create a new Geo file or select Modify to edit. The hide inactive button will filter out all Geo files marked Inactive.

Location Information

The Location Information portion of the General tab contains the basic information of the Geo file like site, beat, location code, and common name. Location Code and Common name are especially important as they are what dispatchers will use to select the Geo file in CAD.
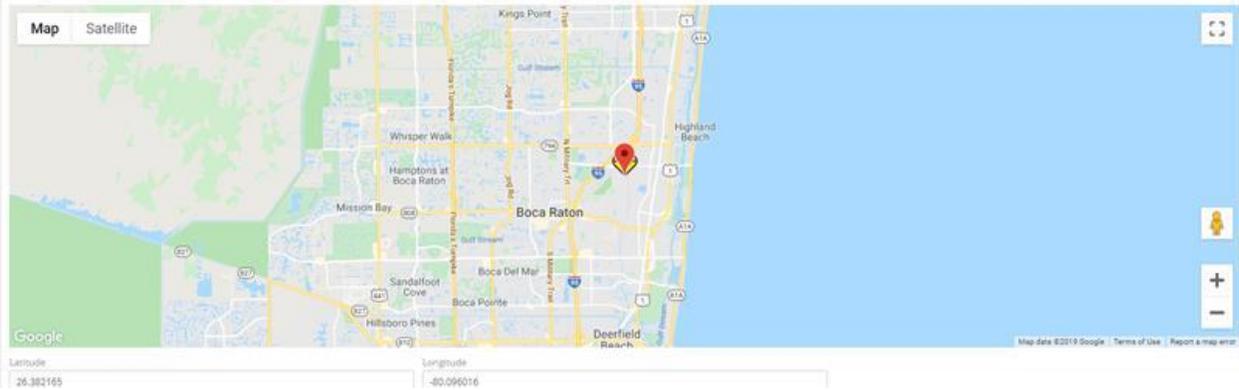

Map

The Map allows users to select the Geo files coordinates using Google maps. Click on the mapping icon, and then select your location. Longitude and latitude will be automatically generated for wherever you click.

Officer Safety

This feature allows users to enter in potential Officer Safety risks and attach them to the location. When a location with an associated Officer Safety alert is used in CAD, a pop-up window will alert the dispatcher to any potential dangers, allowing them to keep Officers on the scene informed. Simply click Add new to add. To modify click on the description to edit and delete records.

Security Matrix

This feature, after setting up the codes in the code list, allows users to input security features of the location.   Things like pass code gates, key card doors, and security guards. Simply right click to add, edit, or delete them.
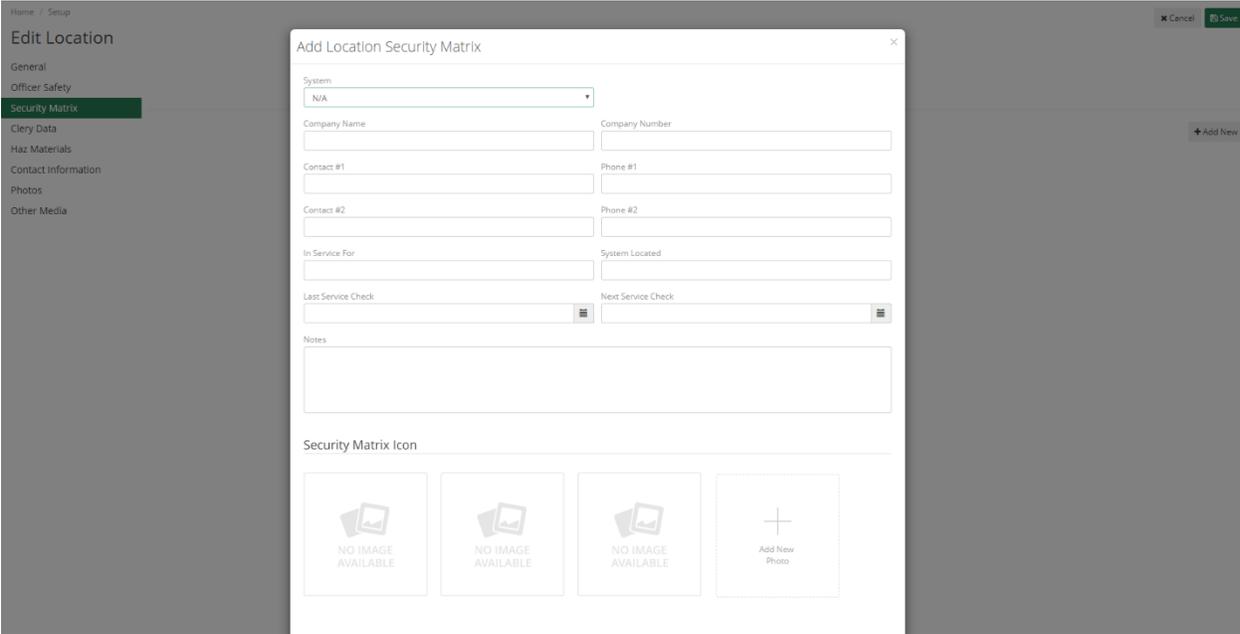
Clery Data

The available classifications are On Campus, On Campus-in any student residential facility, Non-campus building or property, Non-reportable location, and Public property. These classifications will dictate how incidents occurring at the location are reported in Clery reports. See the description underneath each entry for more information. Click to select your classification.

Hazardous Materials Data

This section allows users to input data on any hazardous materials that could be found on site, like acid or flammables.   Just like Officer Safety, any locations with attached hazardous materials will alert the dispatcher when the location is selected. Again, right click to add, edit, and delete.

Add Hazardous Material ✕

Material

Health

[   ]

| 0   ▾ |

Flammability

Reactivity

| 0   ▾ |

| 0   ▾ |

Special

| N/A   ▾ |

Description

[   ]

Cancel   **Save**

Blue Prints (Pictures/Other Media)
The Blue Prints tab does just what it says, allows users to upload blue prints for the location. These floor plans could prove useful on the scene, allowing officers to know the layout of building and better plan their actions. Click on the image to modify and add descriptions as necessary. You can delete by clicking on the image then clicking delete.

Home / Setup

Edit Location

General

Officer Safety

Security Matrix

Clery Data

Haz Materials

Contact Information

Photos

Other Media

Add New
Photo
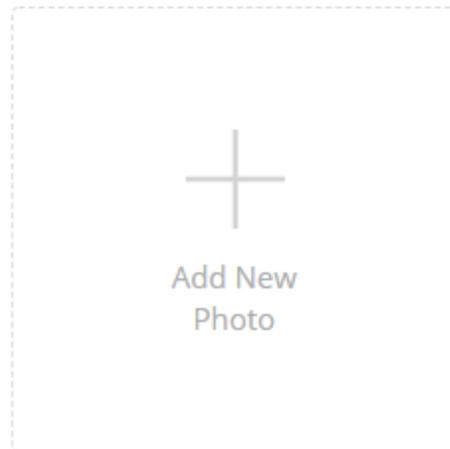
Contact Information

Any contacts for the location would go here.   Building administrators, owners, tenants, and anyone else associated with the location. Set up the types in miscellaneous codes of the Code List, then select modify and add.

Location Description

A description of the location, this allows users to enter in any other data about the location. You can enter in physical descriptors as well to help officer identify the location. This text box can be found on the general tab of Geofile at the bottom of the page.

6.0 Employee

The Employee File keeps track of the individual employee's in ARMS. Every officer that will be dispatched and every user who will need access to ARMS will need an employee file created. You can click on the Employee to mark as active and dispatchable. Once enabled click save.

Employee Fields

Text Field	List Value	Description
Last	No	Text field for the employee's last(family) name
First	No	Text field for the employee's first(given) name
Middle	No	Text field for the employee's middle name
Address	No	The mailing address for the employee
City	No	The city for the employee's address
State	Yes	The state for the employee's address
ZIP	No	The zip code for the employee's address
Home Phone	No	The home phone number of the employee
Cell Phone	No	The cell phone number of the employee
Alt Phone	No	Additional phone number for the employee
Pager Phone	No	The pager number for the employee
Email	No	Employee's email address.
Peace Officer Status	No	Employee status such as active, retired, on leave.

ID Number	No	Department issued identification number for the employee. This does not have to be the call Number
DOB	No	Date of Birth
Blood Type	No	Text field to record blood type of the employee
SSN	No	Text field to record employee Social Security Number
Age	No	Auto generated filed that is set by the DOB filed
DL Number	No	Employee's driver license number
Sex	Yes	
Call Number	No	The call number for the Officer's CAD Unit
Race	Yes	Employee's racial background
Ethnicity	Yes	Employee's ethnicity according to UCR – Hispanic or non Hispanic
Dispatchable	Checkbox	If the Employee is an officer that will be dispatchable
Active	Checkbox	If the Employee is currently a member of the department
Division	Yes	The Employee's division
Department	Yes	The Employee's department
Shift	Yes	The shit the Employee is normally on
Picture	Picture	A picture of the employee

7.0 User Access

The User Access allows employees to login ARMS and sets the permissions for ARMS. Before a user access is created there must be an employee file in ARMS for the user.

Set User Access

+ Add New   👥 Clone User Access   🔍 Search

Last Name	First Name	Logon Alias
ADLER	RUFINO	rgabriel
AGUADO	MICHAEL	maguado
ALPERT	CHAD	calpert
BANNER	JAMES	jbanner4
BAUDANZA	RUSSELL	rbaudanza
BENITEZ	JASMINE	jbenitez
BETHEL	RICKEY	rbethel
BLAKELY	SEBRENIA	sblakely
BOLDIN	ULYSSES	uboldin
BOXER	WAYNE	wboxer
BRAMMER	SEAN	sbrammer
BRECHT	NANCY	nbrecht
BRICK	NINA	nbrick
BROOKS	LYSSA	lbrook14
BROWN	AMY	abrown2008

User Access Fields

Text Field	List Value	Description
ID	No	The ID number of the employee
Last name	No	Last name of the employee. This is auto linked when the ID is entered.
First name	No	First name of the employee. This is auto linked when the ID is entered.
Logon Alias	No	The username the employee will log in to ARMS with. Please note that if you are using active directory you will still need to set the username and password.
Password	No	The password the user will use when they log onto ARMS. Must be 8 characters long and contain a number, symbol, upper case letter, and lower case letter.
Active	Checkbox	Must be checked to allow the user to access ARMS. When a user is no longer active this should be unchecked.
Change Password Every	No	Sets ARMS to automatically prompt the user to change their ARMS password. This is not needed if you are using active directory. The maximum is 90 days
Next Change Date	No	Automatically fills out based on the change password every field.

Currently Logged On	No	Shows if the user is currently using ARMS
Last Logged on	No	Shows the last log on date for the user.
CJIS Username	No	If you are using our NCIC module then you will need to enter the CJIS username the user would log in with
CIJS Password	No	If you are using our NCIC module then you will need to enter the CJIS password the user would log in with
Active Directory User	No	Allows you to set the active directory account to associate with the user access record.

Setting up the User Access

To set up the User Access you will need to set the employee you wish to add. You can do so by selecting the add button or using the clone function which is explained in more detail in the next section. When you select add you will need to enter the employee ID number. If you do not know what the employee ID number is you can enter? and a list of employees that do not have a User Access record will be displayed. Regardless of if you are using active directory to log into ARMS you will need to set up an ARMS username and password. If you are using an active directory system you can select find user and enter their username to select the correct user.
Important Access Sections

Setup Menu

Will give user access to the Administrator functions in ARMS.

Juvenile, Sex Offense, and Confidential

These settings give the user access to any cases that have been marked with these permissions.

CAD

Gives the user access to the dispatch portion of ARMS. Please note that there are additional permissions that are set by clicking on the CAD button.

Currently Logged On					
Common	Permission	Access	Add	Modify	Delete
Arrests	CAD	☐	☐	☐	☐
NCIC Queries	Print Shift Report	☑			
Mobile Report Writer					
CAD	CAD Preference	☑			
Incident Set	Modify CAD Date/Time	☐			
BOLO	Modify Logon/Logoff	☐			

Case Management

Gives the user access to case management and allows the user to fill out and submit case reports. Please not that the highlighted permissions allow the user to access the approval management module in ARMS.

Currently Logged On					
Common	Permission	Access	Add	Modify	Delete
Arrests	Case Management	☑	☐	☑	☐
NCIC Queries	Involved Parties	☑	☑	☑	☐
Mobile Report Writer	Add Property	☑			
CAD	Add Vehicles	☑			
Incident Set	Add UCR Statistics	☐			
BOLO	Add Unknown Suspects	☑			
Case Management	Add Assign to Investigation	☐			
Follow Up	Print Case Full	☑			
Supplementary	Print Case Selective	☑			
Master Name	Can Submit for Approval	☑			
Master Vehicle	Can Approve and Kick Back	☐			
Master Business	Can Final Approve	☐			
Property Evidence	Can Modify After Approval	☐			
Moving Citations	Can Modify Other Cases	☐			
Report Center	Can Modify Status and Disposition	☐			
Profile Data	Can Export Data To CSV	☐			
Photos					
Media					

8.0 Cloning

When creating a user access, you may already have a user that has the exact permissions you would like to use. Rather than selecting all the permissions you can use the clone function to copy all their user access permissions to the new employee. Please note that if you are using an active directory system you will need to remove the active directory user you are cloning from. Also note that you can only clone the

access for new employees. If you have already created the User Access, you will be unable to use the clone function to set the permissions.

Cloning from a standard user

To clone from a user first find the user you would like to clone from. If they have a directory account set temporally remove it to prevent any odd behaviors.

Once you have selected the user account and clone current user a list will be generated for all active employees that do not have a user access. Select the user from this list and set their username and password.
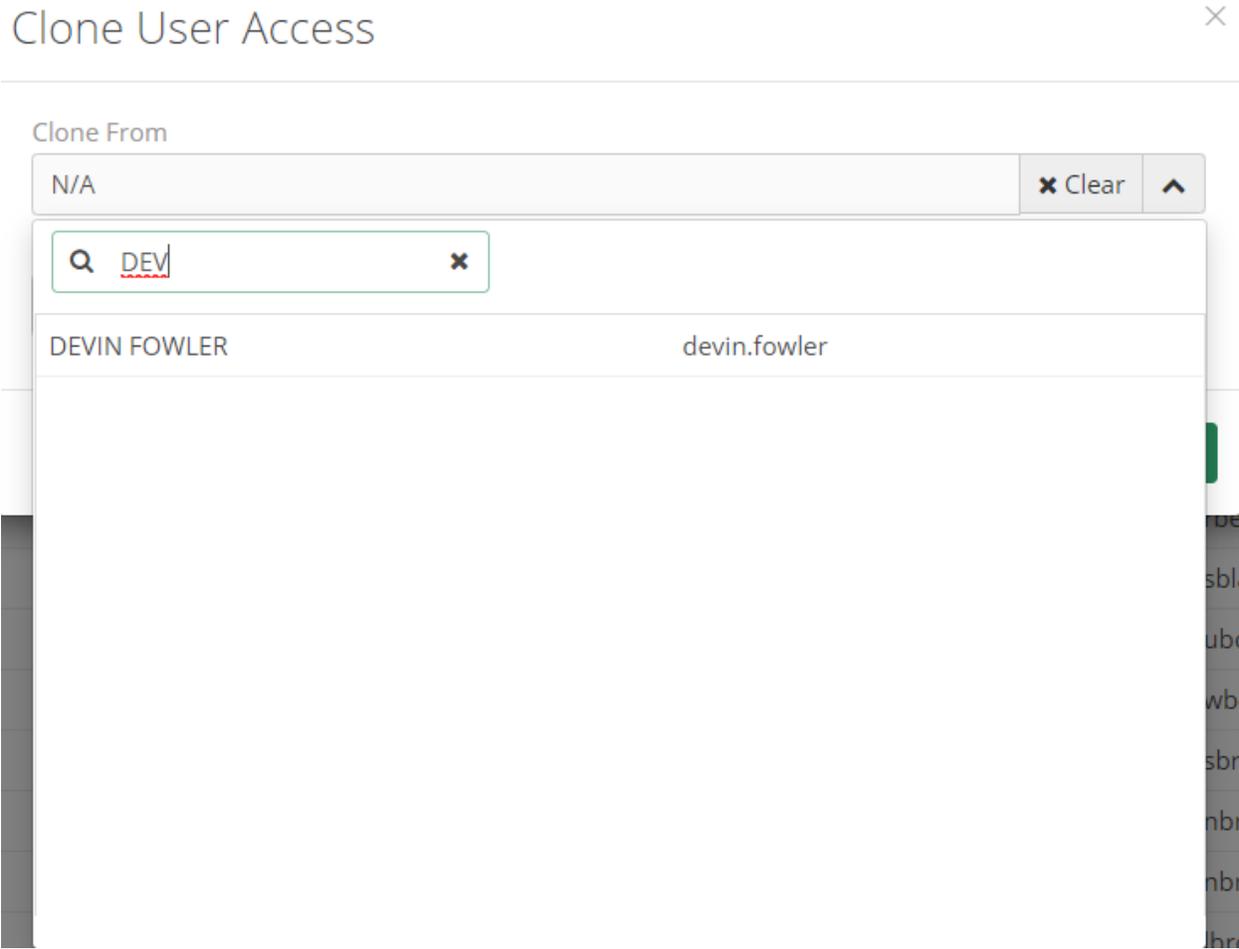
Once you have set the username and password click save. If you would like to set up the directory user you can do so before saving.

Clone User Access ✕

Clone From

| DEVIN FOWLER | ✖ Clear | ⌄ |

Clone To

| N/A | ✖ Clear | ⌄ |

Cancel   **Clone**

Setting up a template for employee types

You can also set up templates so that when new employees are hired you can clone from a general user access.

- To set up the template create a template employee and set them to active.
- If there is already a user, you would like to use as a template you can clone from their user access to set up the initial permissions.
- Uncheck the active check box in the employee file and the user access file of the template.

You will now have a general template that you can use for the cloning that you will not have to remove the user access from.

9.0 Officer Activity

Officer Activity codes are the codes used be 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.

Home / Setup

+ Add New   Q Search

Officer Activity Codes

Code	Description	Is Active	Stamp Times
15	Contract Detail	YES	NO
AC	ASSIGNED CALL	YES	NO
BL	Blue Light Check	YES	NO
BU	Back Up	YES	NO
EOW	End Of Watch	YES	YES
FU	Follow Up	YES	NO
NA	Not Assigned	YES	NO
OI	OFFICER INITIATED	YES	YES
OnDuty	On Duty Officer for Shift LogOn	YES	YES
RA	Reassigned Call	YES	NO
SC	Security Check	YES	NO
VEHST	Vehicle Stop	YES	YES
ZREA	REASSIGN	NO	YES
ZSUSP	Jumped Call	NO	NO

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, you can check the Inactive box to deactivate it. The Stamp Times option will fill in the enroute and arrived fields of CAD automatically when selected.

Edit Officer Activity Code   ✕

Code

15

Description

Contract Detail

☑ Is Active   ☐ Stamp Times

Cancel   Save

10.0 CAD Unit Type

This V3 feature allows you to better organize your CAD units by setting up unit types for them. These can include police, bikes, K9 officers and other special units. To get started, install the set-up code menu and select CAD Unit Type from the Set-Up menu. You can use the Add New button to add a new unit type or click on the unit type to make changes to an existing unit. When you have finished with the record, save to close it.

Home / Setup

Cad Unit Type

Unit Type	Description	Icon
Officer	Will Williams	

Click the Unit Type to add an image to the unit type; this image will be visible in CAD and helps better distinguish between the unit types.

Edit Cad Unit Type   ✕

Unit Type

Officer

Description

Will Williams

[+ Add Icon]

Cancel   Save
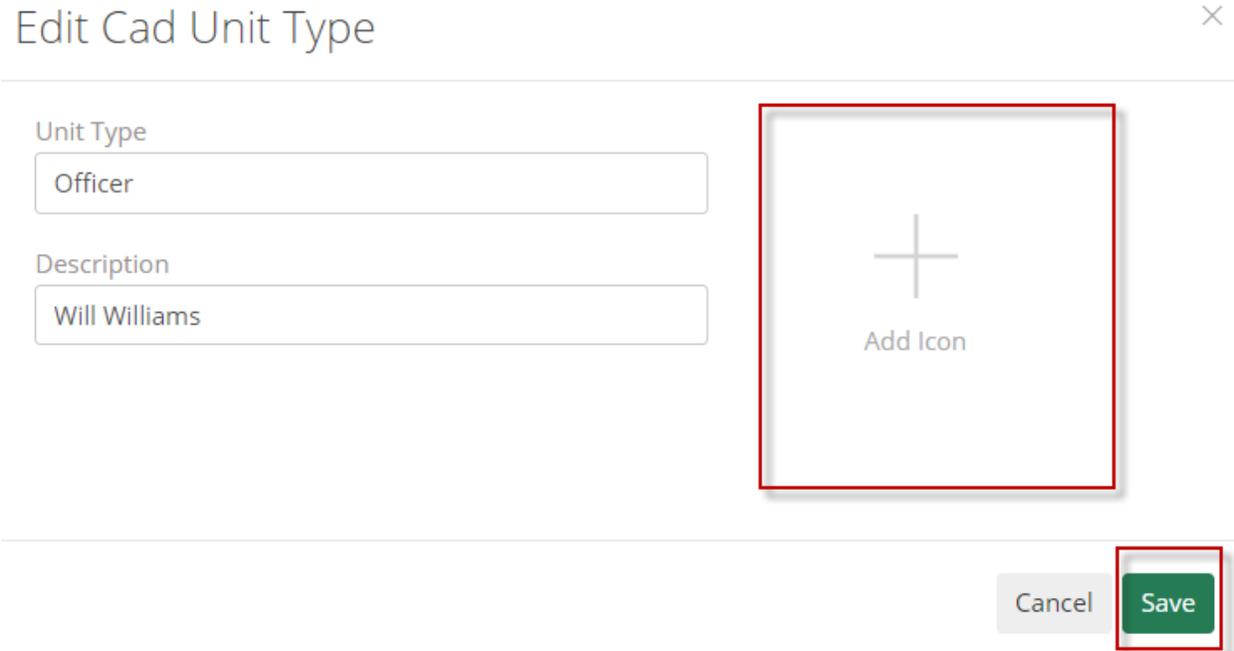
11.0 CAD Units

The CAD Units window allows you to create a unit, plus define default association between the unit, one or more employees and one or more vehicles if needed. You can get here by going to the Set Up, then click CAD Units. When adding a new unit, input the desired Code, Description, Unit Type, and Department. Be sure the unit is checked as active if you want to dispatch it. The unit code must be a unique value, no duplicate or single digit codes are allowed.

When associating an Employee or Vehicle to a unit you must be in edit mode, click on the Available Employee or Available Vehicle record you want to be associated, they will then appear as above, in the Associated fields. To remove an association, you must click the 'x' button at the bottom of the screen that is associated to the vehicle or employee. It will then move back to the available list.

Save your entry when complete. If changes are not in CAD refresh your screen. If the new units still do not appear, please log out and log back in.

12.0 Dictionaries Synchronization

In the System Defaults section of the Set-Up Menu you can click the Dictionaries Synchronization button. This button will let you synchronize some of your codes in the Code list to match the universal NCIC codes.

Beat	Site	GEO File	Street Name
Officer Activity Codes	Cad Unit Type	Custom Officer Status	User Access
Code List	System Defaults	Employee	Supplemental Booking Sheet
User Logon History	Find and Replace	Crime and Incident	CAD Unit
Logon Security Audit	Phone Numbers	Equipment	Sponsoring Organizations
Purge Data	Dictionaries Synchronization	Identified Groups	

Once you are on this page you can then sync your dictionaries accordingly. In order to update on the web client, you will need to follow the thick client instructions on enabling the Dictionaries synchronization feature. This information can be obtained by End2end Support.

Code List Synchronization

List	Update Status	
Vehicle Color	Updating is not required	Update
Vehicle Make	Updating is not required	Update
Vehicle Make Model	Update is available	Update
Additional Justifiable Homicide Circumstance	Update is available	Update
Aggravated Assault/Homicide Circumstances	Update is available	Update
Bias Motivation	Update is available	Update
Cleared Exceptionally	Update is available	Update
Disposition of Arrestee Under	Updating is not required	Update

When you select the Update button for whichever codes you would like to update, it will update and if there are any conflicts, the Conflicts Resolving page will pop up. This page will show you any codes that are similar to the NCIC standardized codes, but not exact, and shows what the NCIC standard code that is similar to that code is. You can choose to create a new code and keep the existing code Active, create new code and make the existing code Inactive, update the existing code, or go through each code manually here and decide one by one.

Conflict resolving ✕

Number of Conflicts: 21
Listed below, you will find every code in your system that could be matched to one in the standartized list but is altered in some way.

By default, each of these codes will be updated to the appropriate value. If you would like to instead keep the old code in your system and inactive, select the Keep Duplicate checkbox beside that code.

Conflict Description	Keep Duplicate
Code: 01, Description: 'air/ bus/ train terminal' -> 'AIR/BUS/TRAIN TERMINAL'	☐
Code: 02, Description: 'bank/ savings' -> 'BANK/SAVINGS AND LOAN'	☐
Code: 03, Description: 'bar/ night club' -> 'BAR/NIGHTCLUB'	☐
Code: 04, Description: 'church/ synagogue/ temple' -> 'CHURCH/SYNAGOGUE/TEMPLE'	☐
Code: 05, Description: 'commercial/ office bldg.' -> 'COMMERCIAL/OFFICE BUILDING'	☐
Code: 08, Description: 'discount/ department store' -> 'DEPARTMENT/DISCOUNT STORE'	☐
Code: 09, Description: 'drugstore/ medical bldg.' -> 'DRUG STORE/DR OFFICE/HOSPITAL'	☐
Code: 10, Description: 'field/ woods' -> 'FIELD/WOODS'	☐
Code: 11, Description: 'government/ public bldg.' -> 'GOVT/PUBLIC BUILDING'	☐

Cancel   Save

When you click save you will have to go through the list and select whether you would like to update the code, make it inactive, or leave it as is.

Extraneous Codes ✕

Listed below, you will find every code in your system that could not be matched to one in the standartized list.

For each code, select an appropriate code from the standartized list to update it to using the dropdown beside it.

Once you have manually choosen the changes you'd like to make, you may select Mark Remaining as Default to assign the rest of the codes to Default.

Default Code:

02 - BANK/SAVINGS AND ▾		**Mark Remaining as Default**	**Clear New Codes**

Old Code	New Code
22 - school/ college	▾

Cancel   **Save**

After clicking OK you will be brought to another Conflict Resolving page that shows any codes that are not similar to any NCIC standard codes. Here you can choose to keep the existing codes Active, make the existing codes Inactive, or go through each code manually here and decide one by one.

Extraneous Codes

Listed below, you will find every code in your system that could not be matched to one in the standartized list.

For each code, select an appropriate code from the standartized list to update it to using the dropdown beside it.

Once you have manually choosen the changes you'd like to make, you may select Mark Remaining as Default to assign the rest of the codes to Default.

Default Code:

| 02 - BANK/SAVINGS AND l ▾ | Mark Remaining as Default | Clear New Codes |

Old Code	New Code
22 - school/ college	52 - SCHOOL/COLLEGE OR UNIVERSITY ▾

Cancel   Save

Afterwards an Attention page will pop up making sure you are ready to begin the synchronization.

Dictionary Synchronization

Application is ready to perform update of old codes. If you would like to print update report click "Print Report" button. Click "Run Update" button to start.

Print Report   Run Update   Cancel

After the updating process is done you will get another message letting your know it is complete.

LEOKA Assignment Type	Update is available	Update
LEOKA Incident Type	U	Update
Location Type	U	Update
Multi-Arrest Segment Indicator	Update is available	Update
Property Description	Update is available	Update

Dictionary Synchronization ✕
Updating is completed

You can now do any other Dictionary Synchronizations and you can even select the Updates only button at the top to show you which Dictionaries have not been updated.

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Code List Synchronization

↻ Refresh   Show Updates Only