



CAD TRAINING

Workbook

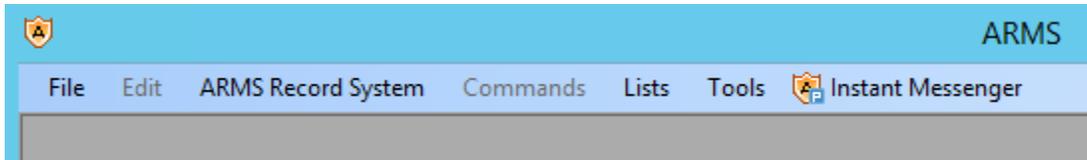
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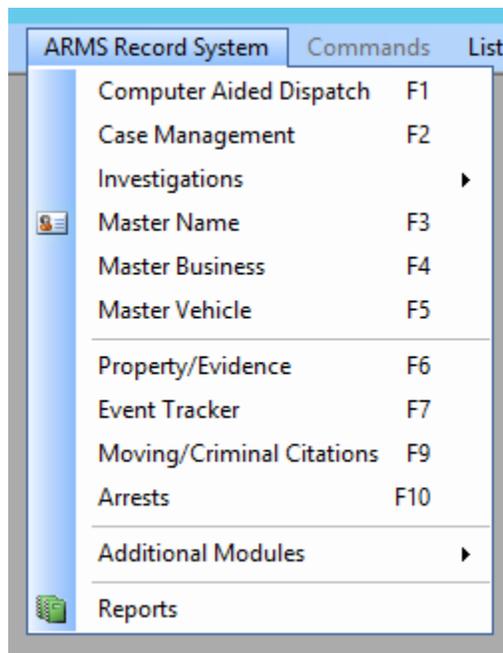
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1.0 Navigation

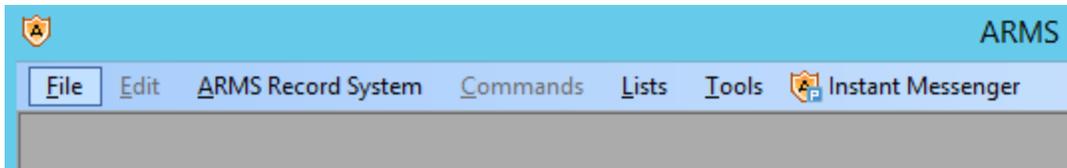
Menu items can be selected by using the mouse and clicking on items from the menu bar.



On a PC you can use the mouse to select a menu item or the function keys (F1, F2, F3 etc.) to select many items from the ARMS Record System menu.



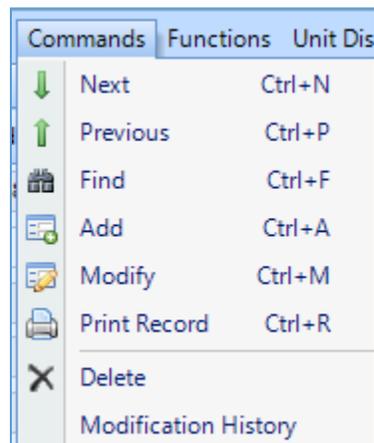
You also have the advantage of using the Alt key. This operates similar to other menu driven programs you might have used. If you see the first letter of a menu underlined, this indicates that you can hold down the Alt key and type that letter to pull down the menu. For example: using Alt-A pulls down the ARMS Record System Menu.



You can then press the first letter of the module of that menu you want to access and press enter once that module is highlighted.

1.1 Command Menu

Each window in ARMS has additional commands that are available under the Command menu item located on the menu bar:



The mouse may be used to point and click on any command located under the Command menu. The following commands are available under the Command menu:

- Next - Goes to the next consecutive record entered into CAD.
- Previous – Goes to the previous record entered into CAD.
- Find – Puts the CAD into a write mode to allow users to enter search criteria and find existing records.
- Add – Puts the CAD into write mode and allows new information to be entered into every text field.
- Modify – Puts the CAD into write mode so that an existing record can be modified.
- Print Record – Prints the current record being displayed on the CAD face page.
- Delete – Deletes the current record being displayed in CAD. Delete is non-reversible.
- Modification History – Gives a list of all users who have modified the current record.

1.2 CAD Shortcut Keys

In addition to the Command menu, many of those same commands can be executed in CAD using shortcut keys. The following commands can be executed without using the mouse:

Ctrl-N	Go to the next record
Ctrl-P	Go to the previous record
Ctrl-A	Add a new record
Ctrl-M	Modify the current record
Ctrl-F	Find an existing record
Ctrl-R	Print the current record
Ctrl-L	Goes to the last entry (most recent)

Ctrl-N: Go to the Next Record

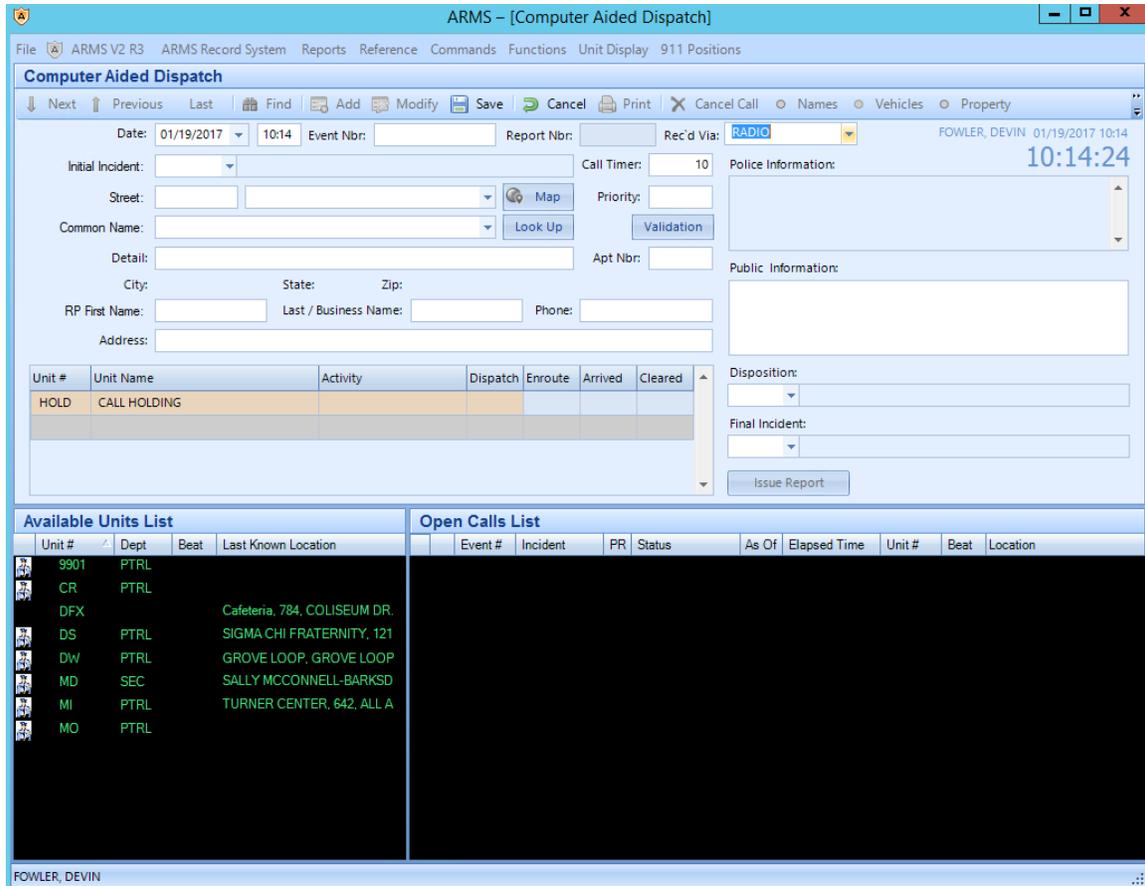
The Ctrl-N command displays the next sequential record in the database. For example, if the current record being displayed in CAD has the CAD number 000025, using Ctrl-N will display the next sequential record, 000026. Using Ctrl-N again will then display the record with the CAD number 000027, and so on. Once the most current record is being displaying in the CAD interface, pressing Ctrl-N again will loop back to the first CAD record in the database.

Ctrl-P: Go to the Previous Record

The Ctrl-P command displays the previous sequential record in the database. For example, if the current record being displayed in CAD has the CAD number 000025, using Ctrl-P will display the previous sequential record, 000024. Using Ctrl-P again will then display the record with the CAD number 000023, and so on. Once the first record in the database is being displaying, pressing Ctrl-P again will loop back to the most current CAD record.

Ctrl-A: Add a New Record

Using Ctrl-A is a common way to add a new record to CAD. Doing so, will give the user the ability to enter new information into the CAD text boxes, starting with the “Rec’d Via” text box.



Ctrl-M: Modify an Existing Record

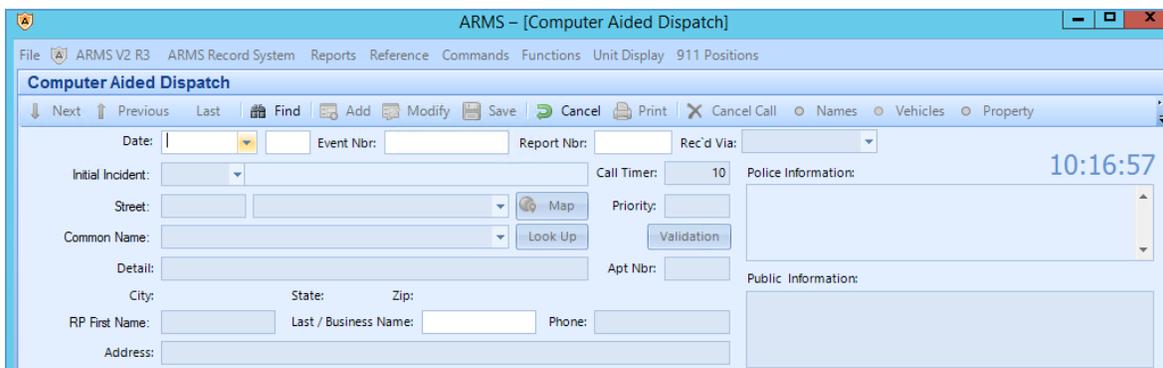
The Ctrl-M command is used to modify the current record being displayed in CAD. Ctrl-M will give the user the ability to modify any information previously saved in the current CAD record unless otherwise restricted by the system administrator.

Ctrl-F: Find an Existing Record:

Using Ctrl-F will allow the user to search for existing records by entering known information into the Date, Time, CAD Event Nbr, Report Nbr, or Reporting Person Last/Business Name text fields.

- Executing a find by date will return the first record entered into CAD on the particular date that the user entered.
- Executing a find by CAD Event Nbr will return that event only if the exact CAD event number is entered into the text field.
- Executing a find by report number will return the CAD event that a particular report number is associated with. The exact report number will need to be entered into the Report Nbr field.
- Executing a find by reporting person will return the first CAD event record with the entered person as the reporting person. If a reporting person exists in multiple CAD events, their name as well as the date of the CAD event will need to be used as search criteria. The exact format of the reporting person's name will need to be entered in order for the search to execute correctly.

Users can execute a find using any combination of the search criteria above.



2.0 CAD Interface

There are many fields in the CAD interface where call information can be entered. However, none of these fields are mandatory, and any information entered initially can be changed or added later if needed. As well, the order of which information can be entered into the CAD interface is left to the user's discretion. For instance, a new CAD event can be created and saved without having ever entered any information or assigning an officer. In this case, the only existing information would be the CAD event number. Later, if needed, additional information can be added to the call.

The CAD interface can be broken down into 4 different areas:

ARMS 2016 4 Areas of the CAD

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

Computer Aided Dispatch

Next Previous Last Find Add Modify Save Cancel Print Cancel Call Names Vehicles Property

Date: 01/19/2017 09:43 Event Nbr: 17-01-19-000054 Report Nbr: Rec'd Via: 911 CALL Master User: 01/19/2017 09:43

Initial Incident: 911 911 CALL/LAFAYETTE Call Timer: 65 Notes: 16:23:43

Street: HICKORY LANE

Common Name: HICKORY LANE

Location Detail: Apt Nbr:

City: UNIVERSITY State: MS Zip: 38677- County:

RP First Name: Last / Business Name: Phone:

Address:

Public Information:

Disposition:

Final Incident: 911 911 CALL/LAFAYETTE

Issue Report

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
C4	JAYSON WIRTH	ASSIGNED CALL	09:43			

Officer Assignment Area

Available Units List			
Unit #	Dept	Beat	Last Known Location
3	SEC	5	CAFETERIA, 784, COLISEUM
C2	COMM	4	BAXTER HALL, 37, DORMITO
C4	PTRL	2	HICKORY LANE, HICKORY LA
DFX	ADMIN	4	BOSTON CONCESSIONS
JD	PTRL	3	VARDAMAN HALL, 133, DOR
JS	PTRL	2	COLISEUM DRIVE, COLISEU
T01	MAIN	2	COLISEUM DRIVE, COLISEU
T02	MAIN	2	KINCANNON FIELD LOT

Available Units List

Open Calls List											
Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location			
000049	05	2	On Scene	09:40	1843	JD	2	VARDAMAN HALL, 133,			
000050	55	5	Enroute	09:41	1842	T02	2	KINCANNON FIELD LOT,			
000054	911	5	Dispatched	09:43	1840	C4	2	HICKORY LANE, HICKO			

Open Calls List

HORNER, WILLIAM

2.1 Call Details

The Call Details area is where information given by the caller, walk-in etc., can be entered into CAD.

Text Field	List Value	Description
Date	No	Numeric value for the Date and Time the incident started.
Event Nbr.	No	CAD Event number used to track the incident.
Report Nbr.	No	Auto fills when you have issued a report to show the linked case number
Rec'd Via	Yes	Indicated how the call was received by dispatch or the communications officer.
Initial Incident	Yes	An abbreviated code associated with a description of an incident.
Street Nbr	No	A numeric value representing a location that resides on a street.
Street	Yes	The name of the street. This name can be either be associated with the location codes, or used on its own.
Common Name	Yes	An abbreviated code associated with a description of a location
Priority	Yes	The numeric value given to the call the represents the severity of the incident. This value is set up in the crime/incident code list.
Location Detail	No	Any further details of the location that need to be recorded and are not included in the description of the location.
Apt Nbr	No	The numeric value representing an apartment within a larger apartment complex.
City	No	The Name of the city where the incident occurred.
State	Yes	The State where the incident occurred. Values are taken from the Code List.
Zip	No	Zip Code for the area the incident occurred.
County	Yes	County where the location occurred.
RP First Name	No	The first name of the individual(s) who are reporting the incident.

Last/Business Name	No	Last name of the individual(s) who are reporting the incident or the business where the incident involves
Phone	No	The phone number of the reporting party
Address	No	The address of the reporting party
Public Information	No	Large text field used for summarizing the events of the incident. This field is included in the Media Log
Notes	No	Line item text log to record any sensitive information not to be included in the Media Log. Each line item will have a time stamp to show when it was added.
Disposition	Yes	Indicates how the call was closed.
Final Incident	Yes	An abbreviated code associated with a description of an incident. Used if the final incident differs from the initial incident.
Issue Report	No	Button to allow the dispatcher to issue an ARMS report to an officer.

2.2 Reporting Person and Location History

After first saving a CAD event, users can access reporting person history and location history by clicking on the blue, underlined hyperlinks that lie to the left of the reporting person and location text boxes.

The screenshot shows a form with the following fields and values:

- Street:
- Common Name:
- Location Detail:
- City: State: Zip: County:
- RP First Name: Last / Business Name: Phone:
- Address:
- Priority:
- Validation:

The Location and Reporting Person

Doing so will access any existing information about a reporting person or a location that has been entered into those respective text fields.

2.3 Officer Assignment Area

The Officer Assignment Area is where CAD Units can be assigned to a call that is currently being displayed in the CAD interface. By default, when a new CAD event is initiated there are no officers assigned and the officer assignment area will contain one row with the terms “HOLD” and “CALL HOLDING” in the *Unit #* and *Unit’s Name* field, respectively.

Text Field	List Value	Description
Unit #	Yes	The Unit # of the CAD Unit being assigned to the current CAD event.
Unit Name	No (Read Only)	The name of the CAD Unit whose unit number has been assigned to the current CAD event.
Activity	Yes	The activity of the CAD Unit that is assigned to the current CAD event.
Dispatch	No	The time that the call was given the status of “Dispatch”
Arrived	No	The time that the call was given the status of “Arrived”
Enroute	No	The time that the call was given the status of “Enroute”
Cleared	No	The time that the call was given the status of “Cleared”

Assigning Status Times in the Officer Assignment Area

Status times can be assigned or changed in CAD when the interface is in either add, modify or read-only mode. When adding or modifying, the time can be enter by either typing the time into the correct column, or by typing a “t” into the correct column and pressing the TAB button. Using the t-TAB method for entering time stamps will enter the current system time.

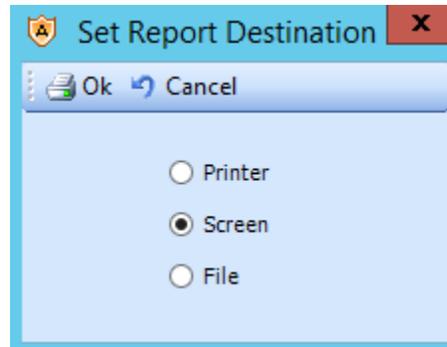
If the CAD is in read-only mode status times can be assigned by clicking on the status hyperlinks above each status column.



The Status

Ctrl-R: Print the Current Record

Using Ctrl-R will print out the current record being displayed in the CAD window. After pressing Ctrl-R the user will be prompted to choose the destination of the printing job, either to a known printer, to the screen, or to a file. This same function can be accomplished by using the Command menu and selecting Print.



Ctrl-L: Go to the Last Record

Using Ctrl-L will go to the most recently entered record in CAD.

Final Note about Navigation

ARMS was designed to be intuitive and easy to navigate through. We do our best to keep the average police officer in mind and realize that they have many other activities to learn without having to learn computer commands. We've made the Command menu available in every window as well as access to the quick keys. Simply put, if you want to add a record in CAD, use Ctrl-a, to modify a record, use Ctrl-m etc. If you get to a position where you don't know what mode you're in, the ESC button is handy. It will take you out of any mode you are in, and if you're not in any of the Add, Write, or Modify modes it will close the window.

Also, the yellow text fields DO NOT indicate a required field. This yellow box merely indicates that there are predefined list values associated with that field. These can be obtained by typing a "?" into the field and pressing the TAB button.

2.4 Available Units List

The *Available Units List* is a display of all officers currently logged on. It includes their Unit number, their Beat, and their Location (as assigned when the officer was logged on). Units shown in the list are sorted by whether or not they have been assigned to a call. If an officer has been assigned to a call then their entry in the Available Unit List will be shown in red. If they are available to be assigned to a call then they will be shown in green.

Available Units List				
	Unit #	Dept	Beat	Last Known Location
	DFX	ADMIN	4	BOSTON CONCESSIONS
	C2	COMM	4	BAXTER HALL, 37, DORMITO
	T01	MAIN	2	COLISEUM DRIVE, COLISEU
	T02	MAIN	1	KINCANNON FIELD LOT
	JS	PTRL	2	COLISEUM DRIVE, COLISEU
	C4	PTRL	2	HICKORY LANE, HICKORY LA
	JD	PTRL	3	VARDAMAN HALL, 133, DOR
	3	SEC	5	CAFETERIA, 784, COLISEUM

Available Units List with Unit s
T02, C4, and JD assigned to
calls.

The *Available Units List* can be used to assign officers to calls by double clicking on the desired officer when the CAD is in the Add or Modify mode.

The available units list can be sorted by Unit #, Beat or Current Location by clicking on the column headers.

Available Units List				
Unit #	Dept	Beat	Last Known Location	

2.5 Open Calls List

The *Open Calls List* displays information about all officers that are currently assigned to calls. The information is updated in real-time on all computers running the ARMS system.

Clicking on any of the rows that are being displayed in the Open Calls List will pull up that CAD event.

Open Calls List									
	Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location
▶	000039			Dispatched	10:27	1341	C4		
	000038	04	1	Dispatched	10:14	1354	DFX	1	REBEL SHOP, 762, ALL AMERICAN DRIVE
	000040	05	2	Received	08:44	4	HOLD	4	STUDENT UNION DRIVE, , STUDENT UNION DRIVE
	000042	ACCIDENT	5	Received	08:45	3	HOLD	3	CROSBY HALL, 115, NORTHGATE DRIVE
	000043	71	5	On Scene	08:46	2	JS	4	COULTER HALL, , UNIVERSITY AVENUE
	000041	911	5	Enroute	08:45	3	JD	4	CONFEDERATE DRIVE, , CONFEDERATE DRIVE

Open Calls List

Column Name	Description
Event #	Indicates the CAD Event number that the open call entry is associated with.
Incident	Indicates the reported incident for the open call entry.
PR	The priority of the call.
Status	The status of the call as given in the officer assignment area.
As Of	The time that the call was given its current status
Elapsed Time	The amount of time that has elapsed since the call was placed in its current status.
Unit #	The unit number of the officer that has been assigned to the call.
Beat	The beat of the officer that is assigned to the call.
Location	The location that was reported for the call.

The open calls list is by default sorted with respect to whether or not a priority number is given for the call, as well as when the call was received. The following describes how the Open calls list is sorted from top to bottom:

1. Calls on Hold that have an assigned priority number
2. Calls on Hold that do not have an assigned priority number; sorted by time received
3. Calls that are assigned to an officer that have a priority number.

4. Calls that are assigned to and officer but do not have an assigned priority number; sorted by time received.

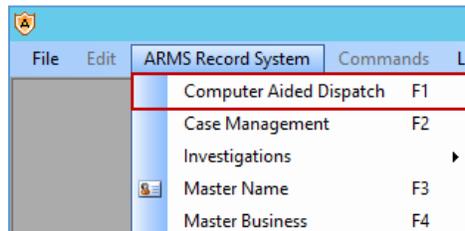
In addition to this sorting order, users have the ability to click on the headers of each column which will in turn sort the open calls list by that column.

Open Calls List										
	Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location	

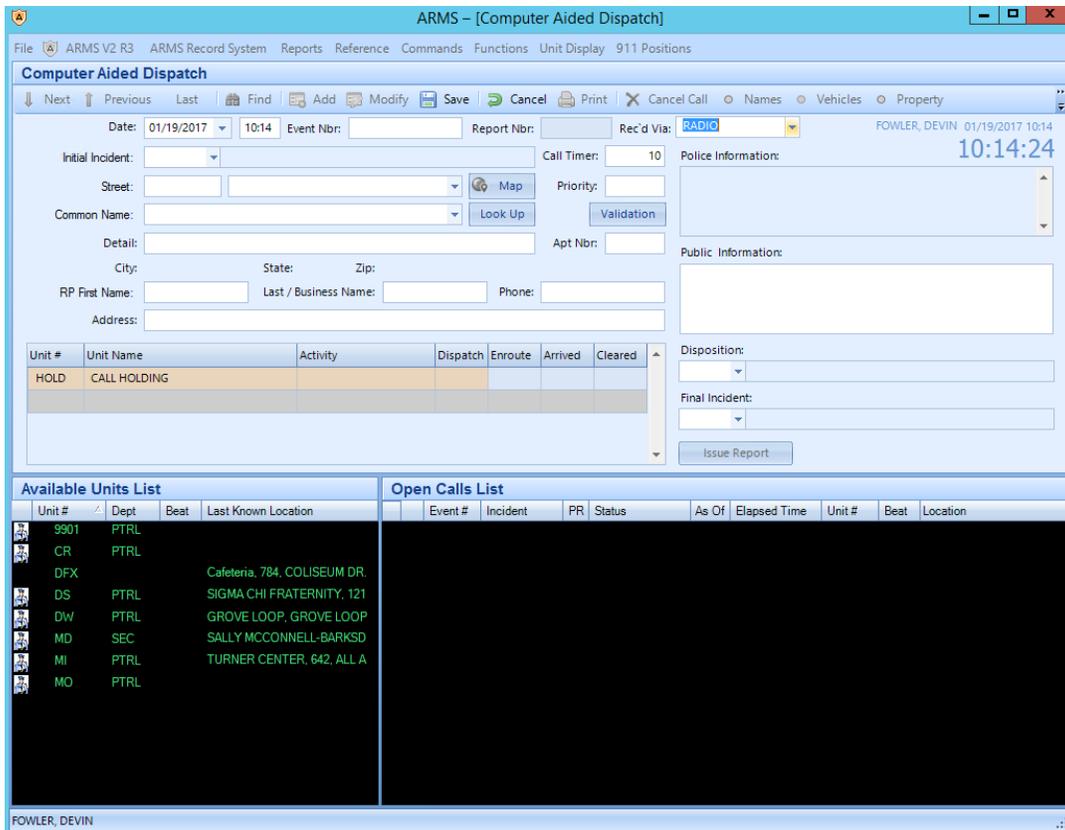
3.0 Creating a CAD Event

CAD is, in most cases, the most frequently used module in the ARMS system. Most information obtained from phone calls, walk-ins and officers will be entered into the CAD first before it goes into other modules such as Case Management or the Master Name File. All relevant information about the incidents, locations and reporting persons as well as officer tracking information can be entered and later retrieved through the numerous reports that ARMS offers.

To access CAD go to the *ARMS Record System* menu and select *Computer Aided Dispatch*. Doing so will open the CAD interface in read-only mode.



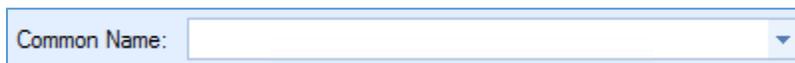
Once the CAD interface is open Ctrl-a, or the *Command* menu item *Add*, can be used to put the CAD into the Add-mode. The cursor will begin at the top in the *Rec'd Via* field. Information can be entered into any of the text fields using the keyboard.



CAD in Add-Mode. Cursor in Rec'd Via field.

3.1 Accessing List Values in CAD

As in the other modules of ARMS any text field that is shaded yellow or is a drop-down menu contains list values. List value fields are NOT REQUIRED FIELDS. These values can be accessed by knowing the code and typing it in, partially typing it in or by using the “?” and TAB button to list all of the values.



Some examples of text fields that contain list values in CAD are the *Initial Incident*, *Common Name*, *Rec'd Via*, *Unit #*, *Activity* and *Disposition* fields

3.2 Adding an Officer to a CAD Event

Once in Add-mode, information can be added in each text field by using the keyboard. The mouse or the TAB button on the keyboard can be used to navigate through the text fields.

To add an officer while in add or modify mode:

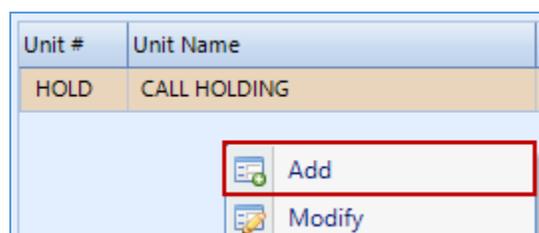
1. Using the keyboard's TAB button, tab into Officer Assignment Area until "HOLD" is highlighted in the *Unit #* column, or use the mouse to click into the *Unit #* cell.

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

The Officer Assignment Area

2. Type in the desired unit number or select it from the drop-down menu.
3. Move the cursor into the *Activity* column by using the TAB button or the mouse. Type in the desired activity code or select it from the drop-down menu.
4. Move the cursor into the Dispatch column by using the TAB button or the mouse. Type a "t" into the Dispatch cell and press the TAB button to stamp the current time or type in the desired time using the keyboard. Repeat this procedure for each of the status columns.
5. Once the unit has been assigned and given status times (if needed) click the "Save" button or press the ENTER button.

When CAD is in read-only mode an officer can be added by right clicking in the *Officer Activity Area* data grid and selecting "Add."



Adding an officer to a

Once an officer has been given the status as "Cleared" the Disposition list values will automatically appear. The disposition list values will only appear if a disposition has not been chosen for the call when the call is cleared.

3.3 Adding Multiple Officers to a CAD Event

Once one officer has been added to a call it is simple to add multiple officers. After the information and status times have been entered for the first officer, by tabbing to the end of the row, and then once more, the window will automatically start a new row to add another officer.

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

Enter the information for the new officer just as it was done for the first officer. There is no limit to the amount of officers that can be assigned to a single call.

In addition to being able to add multiple officers to a call, CAD also allows you to add the same officer multiple times to a call. This feature can be useful when an officer has multiple destinations in one call.

3.4 Finding an Existing CAD Event

Once the CAD is open, existing records can be found in a couple of different ways. The first way is to use Ctrl-f and put the CAD into find-mode. Doing so will essentially put the CAD interface into a write mode. Once in write mode, the user can search for records either by typing information into the Date and Time, CAD Event Nbr, Report Nbr, or Reporting Person Last/Business Name field, and then pressing the Find button or hitting the Enter key.

The screenshot shows the ARMS V2 R3 Computer Aided Dispatch interface. The title bar includes 'File', 'ARMS V2 R3', 'ARMS Record System', 'Reports', 'Reference', 'Commands', 'Functions', 'Unit Display', and '911 Positions'. The main window has a menu bar with 'Next', 'Previous', 'Last', 'Find', 'Add', 'Modify', 'Save', 'Cancel', 'Print', 'Cancel Call', 'Names', 'Vehicles', and 'Property'. Below the menu bar, there are search fields for 'Date', 'Event Nbr', and 'Report Nbr', each with a dropdown arrow. To the right of these fields is a 'Rec'd Via' dropdown. The interface also features a 'Call Timer' set to 10, a 'Police Information' section, a 'Map' button, a 'Priority' dropdown, a 'Look Up' button, a 'Validation' button, and an 'Apt Nbr' field. At the bottom, there is a table with columns for 'Unit #', 'Unit Name', 'Activity', 'Dispatch', 'Enroute', 'Arrived', and 'Cleared'. To the right of the table are fields for 'Disposition', 'Final Incident', and an 'Issue Report' button. The time '10:04:38' is displayed in the top right corner.

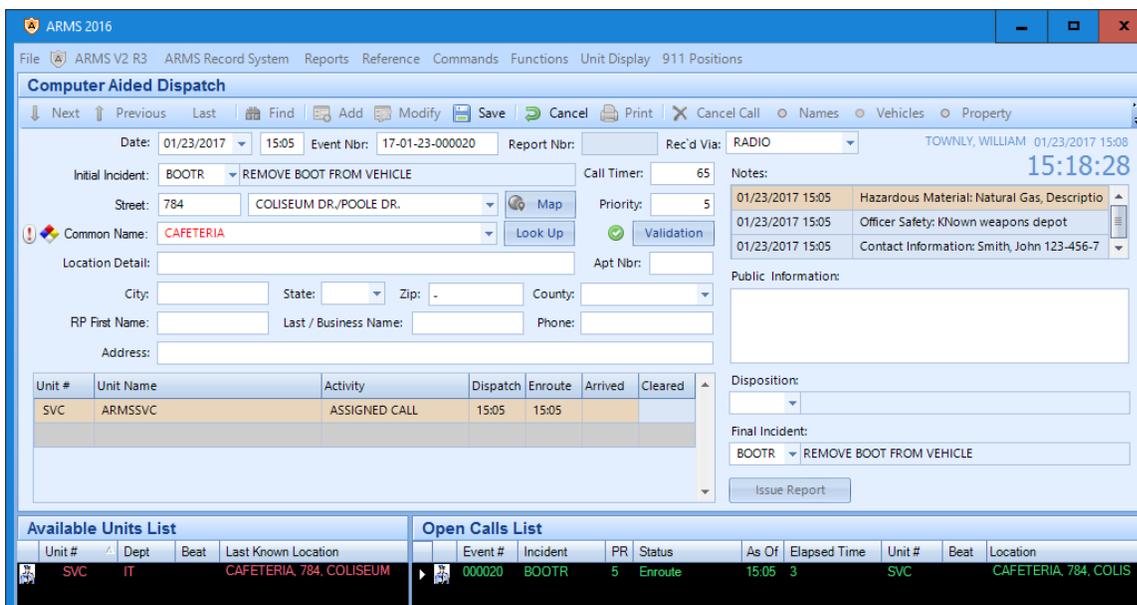
When searching for a record by date, CAD will return the first record that was entered on that date. When searching by CAD Event Nbr or Report Nbr, and no exact match is found, CAD will display an error message saying “No Matching record found. Check your input and try again.” If searching by reporting person last/business name, CAD will return records that match exactly or CAD will display an error message saying “No Matching record found. Check your input and try again.”

3.5 Modifying an Existing CAD Event

Once a CAD Event has been created it can be found and modified at any time. Information in the Call Details area can be added, modified or removed as well as Units that are assigned to the call.

In order to modify an existing CAD Event the first step is to find the CAD Event that needs to be modified. This can be done by either using the find function (Ctrl-f) or by paging backward or forward one record at a time (Ctrl-n or Ctrl-p, next and previous, respectively). Another way is to double click on an existing call in the Open Calls List which will in turn show the details of that call in the Call Details area.

Once the event has been found the CAD interface can be put into modify mode by using the Ctrl-m function.

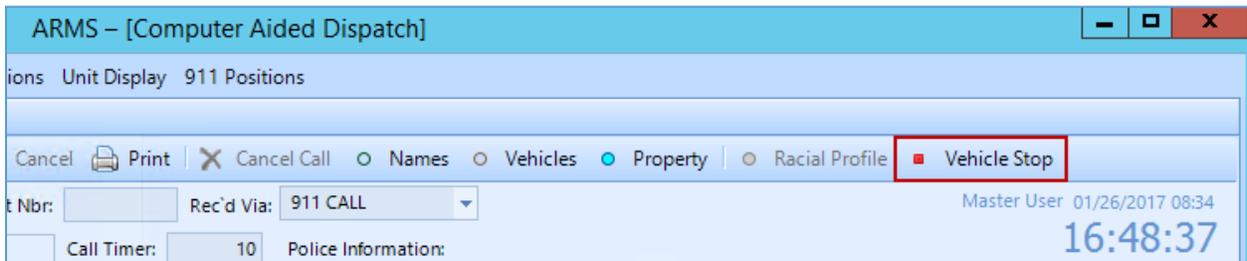


Use the mouse or the tab button to move the cursor into the desired field, just as it is done when adding a new record. Once changes are made to the desired record, press the Save button.

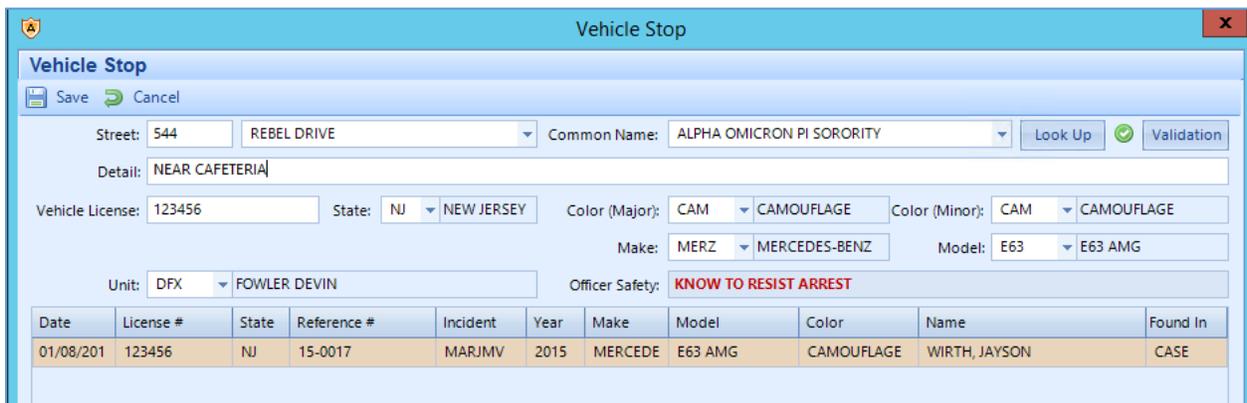
3.6 Vehicle Stop

The Vehicle Stop module is to be used for when a unit has pulled a vehicle over. It is used to make the entry of the Vehicle Stop quicker by getting the main information from the stop and entering it into a CAD event automatically.

To create a *Vehicle Stop* go to CAD and look in the upper right corner and select the *Vehicle Stop* button. Doing so will open the *Vehicle Stop* interface in add mode.



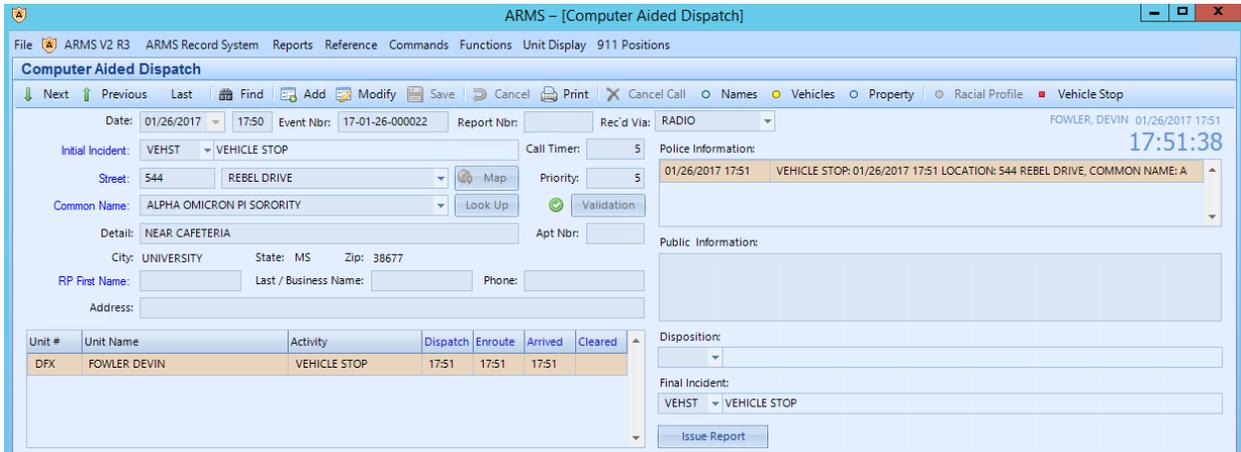
Once the Vehicle Stop interface is open the cursor will begin at the top in the *Street* field. Information can be entered into any of the text fields using the keyboard.



You can enter a Street number and name, or just select a Common Name and it will fill out those two fields automatically. Then you can enter any Location Details. Next you will need to enter a Vehicle

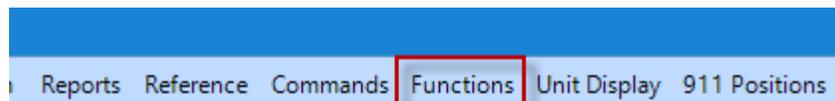
License and hit the Tab button. This will pull up any vehicles with that Vehicle License and you can select the vehicle that has been stopped and it will fill in the fields with the information already in your system, or you can fill in the fields manually if the vehicle is not yet in the system. Afterwards select the unit that has stopped the vehicle. Then you can click the Save button.

After you hit save, a CAD event will automatically be created with all of the information you put in and have the vehicle associated to the CAD event. The officer will already have their times marked for Dispatch, Enroute, and Arrived.



4.0 CAD Functions Menu

The CAD *Function* menu allows users to do such things as Log on and off units and vehicles, add names, vehicles and property to CAD events and change the way CAD behaves. When CAD is initially opened from the *ARMS Records System* menu, the *Function* menu will automatically appear on the main menu bar.



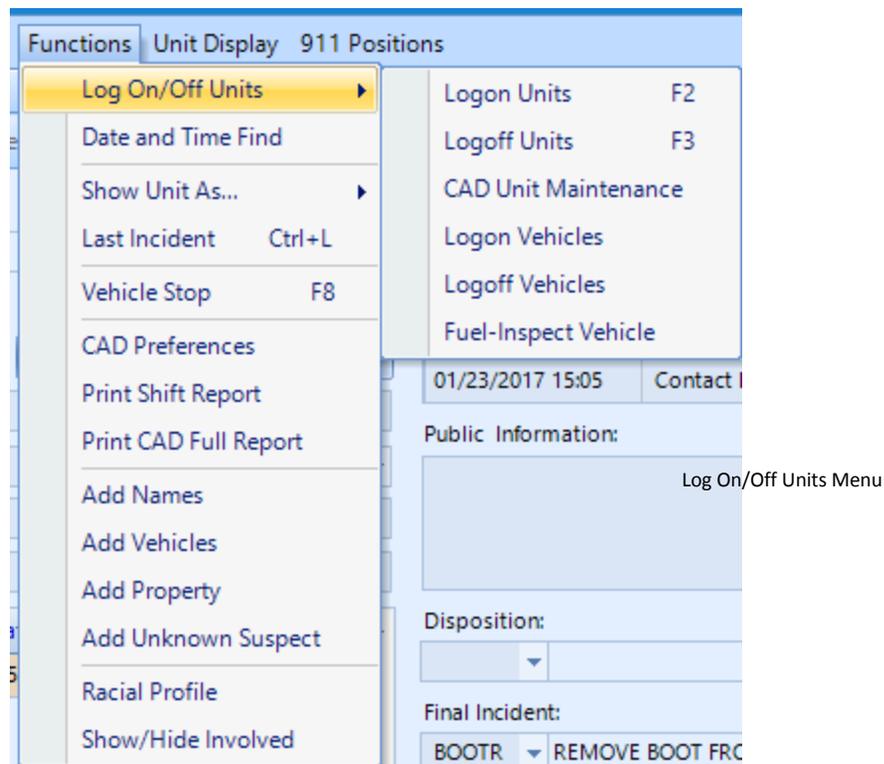
4.1 Logging On / Off Shifts and Vehicles

Since CAD is responsible for keeping track of all incoming calls as well as the officers responding to them, we need to have the ability to log officers onto their shift and into the CAD for dispatching. This section covers the procedure for logging on and off people and vehicles from the CAD Functions menu.

Logging On a shift

After opening CAD from the *ARMS Record System* menu a *Function* menu will appear on the toolbar that is specific to the CAD module. The *Function* menu contains many items for accomplishing tasks within CAD.

In order to log on a shift, mouse over the *Log On/Off Units* menu item and a sub-menu should slide out to the right of the mouse pointer.



This sub-menu gives the options to: *Logon Units*, *Logoff Units*, *CAD Unit Maintenance*, *Logon Vehicles*, *logoff Vehicles*, *Fuel/Inspect Vehicle*.

In order to log a Unit on a shift, choose the *Logon Units* menu item. Doing so will open a separate window that can search for all Units that are active and dispatchable in the department and not currently logged on.

Unit #	Unit Name	Radio	Keys	Beat	Vehicle
--------	-----------	-------	------	------	---------

The window will automatically open in the Add mode with the cursor starting in the *Time* field which will be stamped with the current system time. Start to log on an officer by:

1. Either using the time stamped into the *Time* field or modifying it to reflect the appropriate log on time.
2. Choose from the list values of available shifts in the *Shift* field. (These shifts can be access by either typing in the known shift code or typing in a '?' in the field and pressing the TAB key, then choosing from the list.)
3. Choose from the list values of available locations in the *Common Name* field.
4. Select the Units from the available list by entering the unit number or scrolling down the list

Unit: 9510 BRYANT MICHAEL STUART

Officers:	Code	Description
	9510	

Keys: 9797D

Vehicle: 3

DM

PK

DH

MI

Radio

ng Mileage

5. Enter any Keys, Radios, or Beat the Unit is assigned to.
6. Enter the Vehicle and starting mileage
7. Press the Save button to log the officer(s) on.

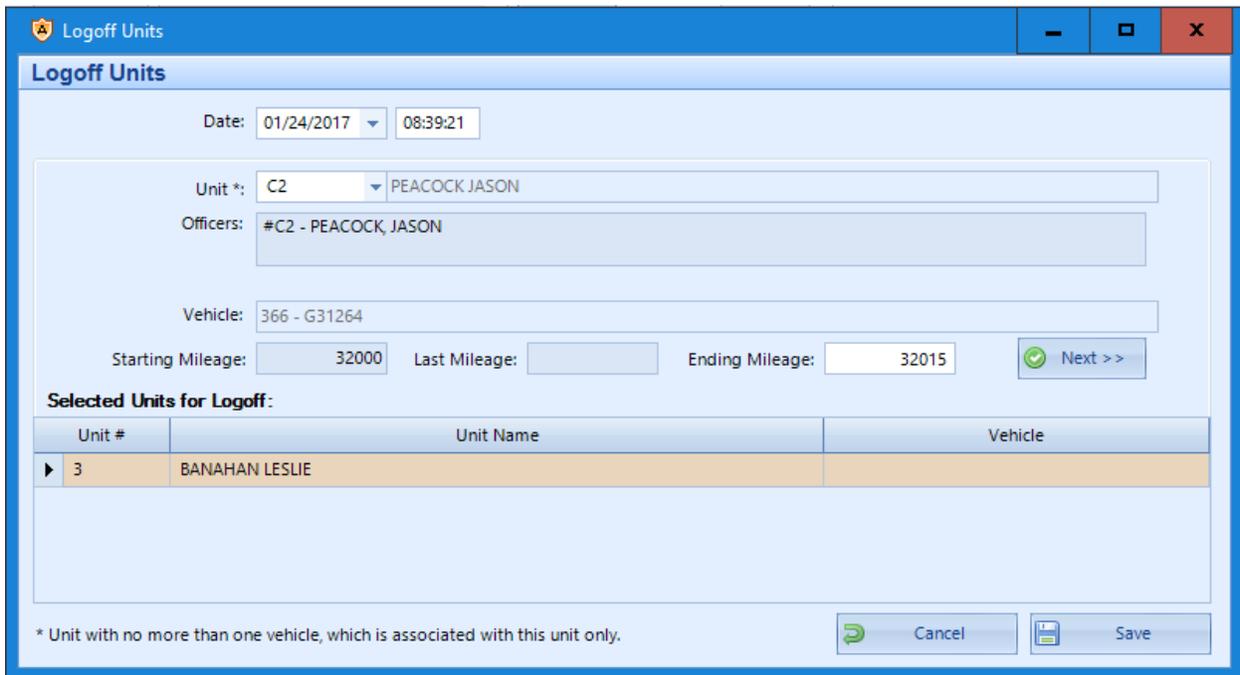
After the officer(s) have been logged on through the *Shift Log On* window those unit numbers will appear in the *Available Units List* on the CAD interface.

Available Units List				
Unit #	Dept	Beat	Last Known Location	
9510	PTRL			
SVC	IT		CAFETERIA, 784, COLISEUM	

Available Units Window
(CAD)

Logging Off a Shift

Use the Function menu to log off a shift by returning to the *Log On/Off Units* menu item and choosing *Log off Units*. This will bring up the *Log Off Units* window.



Date: 01/24/2017 08:39:21

Unit *: C2 PEACOCK JASON

Officers: #C2 - PEACOCK, JASON

Vehicle: 366 - G31264

Starting Mileage: 32000 Last Mileage: Ending Mileage: 32015

Selected Units for Logoff:

Unit #	Unit Name	Vehicle
▶ 3	BANAHAN LESLIE	

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

1. Either use the time stamped into the *Time* field or modify it to reflect the appropriate log off time.
2. Use the drop down menu to select what unit you want to log off.
3. If applicable, enter in the ending mileage of the associated vehicle.
4. Select the Next button to queue that officer for logoff.
5. Now, you can select multiple units to log off.
6. Once you are done selecting units, press the Save button to log the officer(s) off.

Logging On a Vehicle

The Log On Vehicle menu can be accessed by selecting the CAD Function, *Log On/Off Units*, and then *Log On Vehicles*. Once selected, the *Department Vehicle Logon* window will appear that is very similar to the *Log On Units* window.

Unit	Description	Logon Date	Call #	Beat
<input type="checkbox"/> 3	BANAHAN LES	01/19/2017 09:29	3	5
<input checked="" type="checkbox"/> C4	JAYSON WIRT	01/19/2017 09:29	C4	2
<input type="checkbox"/> DFX	FOWLER, DEVI	01/19/2017 09:29	DFX	4
<input type="checkbox"/> JD	DOWNS	01/19/2017 09:29	JD	3
<input type="checkbox"/> JS	JORGE	01/19/2017 09:29	JS	2

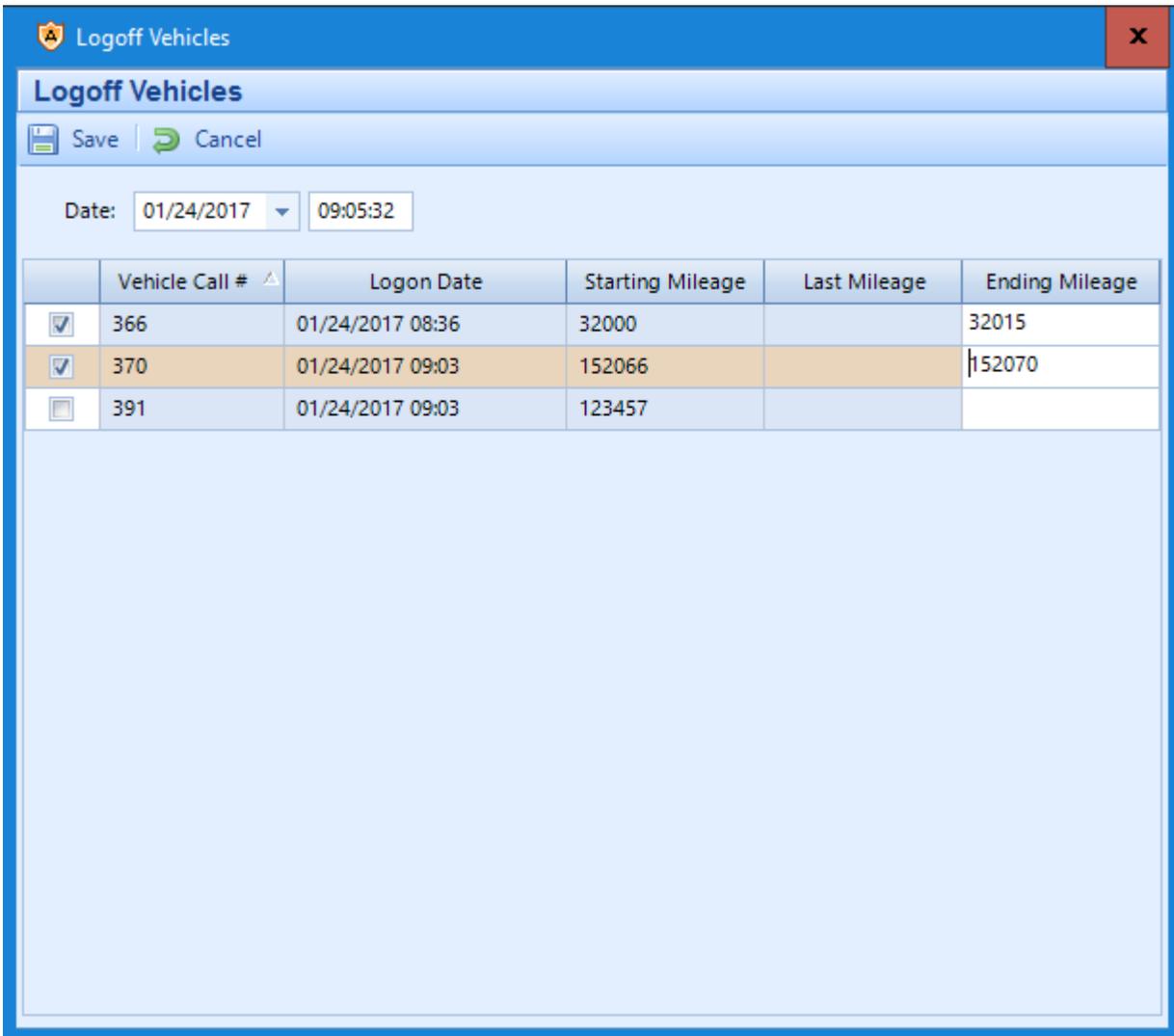
The window will automatically open in the Add mode with the cursor starting in the *Date* field which will be stamped with the current system date. Start to log on a vehicle by:

1. Either using the time stamped into the *Time* field or modifying it to reflect the appropriate vehicle log on time.
2. Choose from the list values of available shifts in the *Shift* dropdown menu.
3. Choose the vehicle that is to be logged on from the *Vehicle* list values.
4. Enter the starting mileage of the chosen vehicle.
5. Choose the officer(s) from the data grid that will be assigned to the chosen vehicle by placing a check next to that officer's name.
6. Press the Save button to log the officer(s) on.

The *List* button can be used to display all vehicles that are currently logged on along with the officers that are assigned to those vehicles. As well, any Beat information can be kept by typing that information under the Beat column in the respective officer's row.

Logging Off a Vehicle

Use the *Function* menu, *Log On/Off Units*, *Log Off Vehicle* in order to log off a vehicle. Doing so will bring up the *Vehicle LogOff* window.



The screenshot shows a software window titled "Logoff Vehicles" with a blue header and a red close button. Below the header is a toolbar with "Save" and "Cancel" buttons. The "Date:" field is set to "01/24/2017" and the time field is set to "09:05:32". A table with five columns is displayed below the date fields. The columns are "Vehicle Call #", "Logon Date", "Starting Mileage", "Last Mileage", and "Ending Mileage". The table contains three rows of data. The first two rows are selected, indicated by checkmarks in the first column. The third row is not selected, indicated by an unchecked checkbox.

	Vehicle Call # <small>▲</small>	Logon Date	Starting Mileage	Last Mileage	Ending Mileage
<input checked="" type="checkbox"/>	366	01/24/2017 08:36	32000		32015
<input checked="" type="checkbox"/>	370	01/24/2017 09:03	152066		152070
<input type="checkbox"/>	391	01/24/2017 09:03	123457		

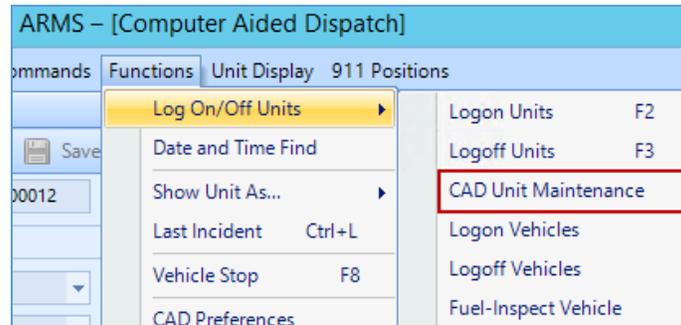
The Vehicle LogOff window will open in Modify mode starting at the Date field. Start to log off a vehicle by:

1. Entering the date of the log off into the *Date* field.
2. Entering the time of the log off into the *Time* field.

3. From the data grid, select the vehicle to be logged off by placing a check in the box next to the vehicle number.
4. Enter the ending mileage into the corresponding data grid row.
5. Press the *Save* button. After saving, the vehicle that was chosen will disappear from the data grid.

4.2 CAD Unit Maintenance

Occasionally it may be useful for dispatchers to have the ability to change a unit's beat assignment, or simply re-specify who were issued keys or radios. This is done through the CAD Unit Maintenance window that is available in the CAD Functions>>Log On/Off Units menu item.



After choosing the CAD Unit Maintenance menu item, the CAD Unit Maintenance window will open. It will contain all units and you can modify any that are already logged in.

CAD Unit Maintenance

Filter column: None Filter string:

Unit #	Dept	Description	Involved	Logged On At	Logged Off At	Assigned Officer	Beat	Vehicles
9510	PTRL	BRYANT MICHAEL STUART	<input type="checkbox"/>		01/17/2017 17:15			
9797D	PTRL	DOWNS JOSHUA DENTON	<input type="checkbox"/>	04/22/2016 12:35				
3	SEC	BANAHAN LESLIE	<input type="checkbox"/>		04/13/2016 08:52			
9901	PTRL	HOWARD, KAREN	<input type="checkbox"/>	04/22/2016 12:36		HOWARD	B2	
DM	PTRL	DOTTIE	<input type="checkbox"/>		04/13/2016 08:52			
PK	PTRL	PETER	<input type="checkbox"/>		04/22/2016 12:35			

Logon Logoff Modify Save Cancel Mode: View

Date: 04/22/2016 12:35:57 Shift: A A SHIFT Unit #: 9797D

Street: Beat:

Common Name: Look-Up Validation

Detail:

Call #	Officer Name	Dept	Radio	Keys	Vehicle
187	DOWNS, JOSHUA				

Call #	License	Make	Model	Mileage
B3				0
B6				34
B4				28787
B8				115

Filter column: None Filter string:

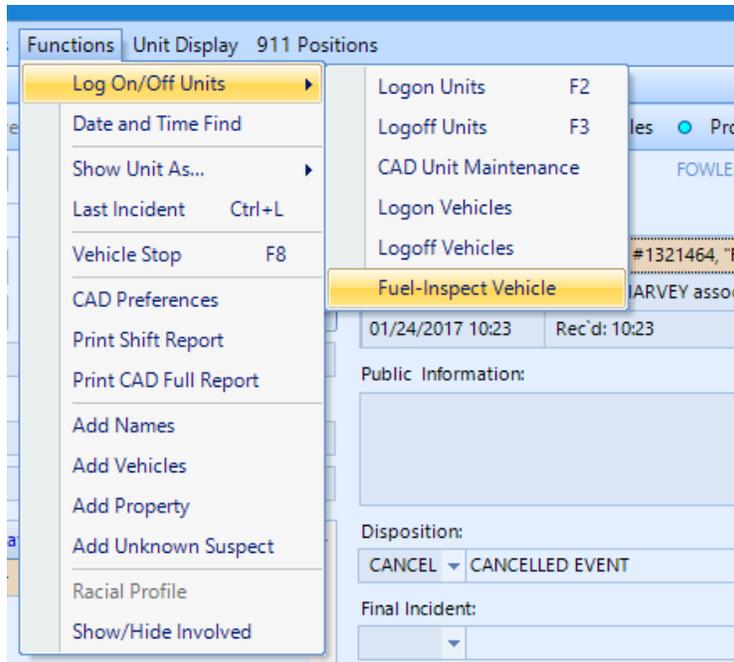
Call #	Officer Name	Dept	Keys	Radio
303	ANDERSON, TOMMY			
B2	ANDERSON, WILLIAM			
3	BANAHAN, LESLIE			
B7	BANKS, WAYLON			

Filter column: None Filter string:

The beat, key assignment or radio assignments can be changed by simple clicking Modify and clicking into the desired cell and typing in the beat, keys or radio information. Once completed pressing the Save button will commit these changes. Although the Officer name and Call Number are shown in this window, they cannot be changed. Changing officer name and call number can only be done from the Employee file. You can also make any modifications to a logged on unit's Shift, Common Name, Associated Officers, and Associated Vehicles.

4.3 Fuel / Inspect Vehicles

Once a vehicle has been logged on, fuel, oil and other items that are added to that vehicle can be tracked by using the Fuel/Inspect Vehicles window. The Fuel/Inspect Vehicles module can be found under the Functions>>Log On/Off Units menu item.



Once the Fuel/Inspect Vehicles window is open, you will be able to select the Vehicle from the drop down menu. Enter in information like current mileage, fuel added, and fuel expense. You can also add in notes at the bottom of the page. Once all information has been entered, pressing Save will commit the changes.

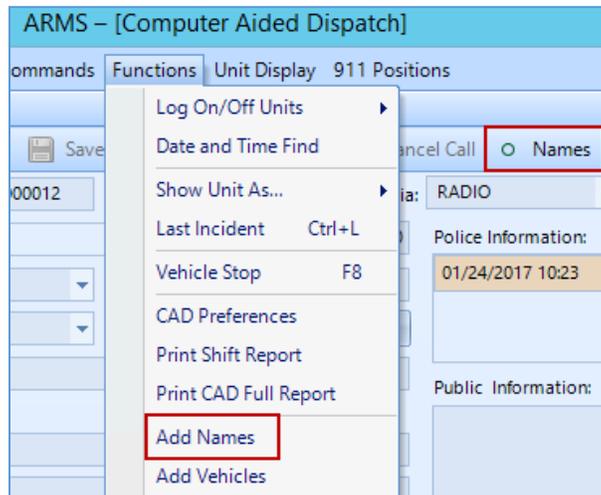
The 'Fuel Inspect Vehicle' window is shown with the following data:

Date / Time:	01/25/2017	12:29	Vehicle:	366
Last Mileage:	28900	Current Mileage:	28900	
Fuel Added:	20.00	Fuel Expense:	40.65	
Oil Check:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Oil Added:	0.00	

Notes:
Needs oil change

5.0 Adding a Name to a CAD Event

Names can be added to CAD events by going to the *CAD Function* menus 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.



The Add Names window has the ability to search for existing names as well as associate additional information such as multiple addresses and phone numbers, photos, vehicle information and aliases. Any red field is considered a required field and must have input before this Name can be saved.

A screenshot of the 'Add Names' window in the ARMS software. The window title is 'Add Names'. It features a 'Commands' bar with 'Search', 'Add', 'Modify', 'Save', and 'Cancel' buttons. The 'CAD Nbr' field contains '17-01-24-00012'. The form includes several input fields: 'Last Name', 'First Name', 'Mid Name', 'Suffix', 'Printed Photo', 'DOB', 'Age', 'Race', 'Sex', 'Ethnicity', 'SSN', 'Drivers License', 'DL St', 'Student Id', 'Classification', 'Involvement', 'Name Type', 'Email', and 'Officer Safety'. A large 'Involved Parties' section is currently empty. At the bottom, there are tabs for 'Address', 'Phone', 'Physical Description', 'Alias', 'ID/Misc', 'Interview', 'Vehicle', 'Arrest/Referral', 'Citation', 'Warrant', 'Trespass', 'Restraining Order', 'Notes', and 'Photos'. A note at the bottom left says 'Right Click to Add, Edit and Delete Associated Records'.

The Add Names

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 being added to the Master Name file.
First Name	No	The First Name of the individual being added to the Master Name File.
Mid Name	No	The Middle Name of the individual being added to the Master Name File.
Suffix	No	The suffix of the individual's name being added to the
Text Field	List Value	Description
DOB	No	The date of birth of the individual.
Age	(Read Only)	The individual's age based on the entered DOB.
Race	Yes	The individual's race.
Sex	Yes	The sex of the 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	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.

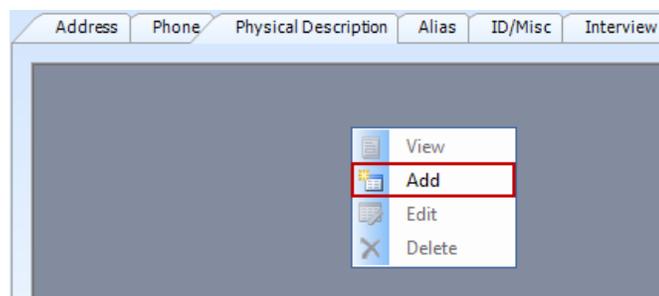
To add a name to a CAD event:

1. Choose the *Add Names* menu item from the functions menu or by selecting the Names field in the top right of the CAD screen. The Add Names window will appear and be in add mode. The CAD event number that the name is associated will be displayed at the top of the window.
2. You can also choose to Search by selecting the Search button, or type in a full or partial last name or first name and the system will ask you if you would like to see a list of near matches to what you typed.
3. To add a new name using the keyboard, begin 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, you can select the correct input from the drop down or type the information in.
4. Once all known information has been entered into the text fields, press the "Save" button. You will notice the added name appear in the *Involved Parties* data grid in the top right of the window.

After information has been added to the top half of the Add Names window and has been saved, associated information can be added using the tabbed section on the bottom half.

Adding associated information in the add names window:

1. Press the "Save" button to save any information that has been entered into the top half of the Add Names window.
2. Using the mouse, click on the desired tab. You will notice that the bottom half of the Add Names window will change depending on which tab has been chosen.
3. To add associated information into a tab, right click into the dark gray area and choose *Add*.



A window specifically designed to enter information based on the chosen tab will appear.

Physical Description

Add Modify Save Cancel

Weight Hair Style

Height Feet Facial Hair

Height Inches Glasses

Complexion Teeth

Hair Color Build

Eye Color Speech

Hair Length Demeanor

Suspect Tattoos **Suspect Scars**

Unknown Unknown

Extremity Extremity

Body Body

Face Face

Pictures Pictures

Name/Initial Name/Initial

Other Other

Suspect Wore (Description)

Stocking Mask

Ski Mask

Cap/Hat

Coat/Jacket

Shirt

Pants

Shoes

Glasses

Gloves

Other

Suspect Weapon

Handgun Butcher Knife

Shotgun Other Cut/Stub Instrument

Rifle Strangulation

Simulated Hands-Feet-Body Weapons

Toy Gun Blackjack/Club

Other/Gun Unknown N/A

Pocket Knife Other

Suspect Weapon Features

Unknown Small Bore

Revolver Large Bore

Automatic Double Barrel

Blue Steel Single Barrel

Chrome/Nickel Bolt Action

Short Barrel Sawed-Off

Long Barrel Pump

Western Type Altered Stock

Describe Tattoos/Scars

Other Description

Additional Description

Notes

- Using the keyboard, enter in any known information into the text fields. Use the list values where applicable.
- Press the "Save" button.

6.0 Adding a Vehicle 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. 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 has the ability to search for existing vehicles as well as associate additional information such as photos, Tow Company, and NCIC information.

Text Field	List Value	Description
Vehicle License	No	The license plate number of the vehicle being added.
State	Yes	The state that the vehicle is registered in.

Date Expires	No	The expiration date of the license plate number.
Year	No	The year of the vehicle being added.
Make	Yes	The make of the vehicle being added.
Model	Yes	The model of the vehicle being added.
Color (Major)	Yes	The primary color that is visible on the vehicle.
Color (Minor)	Yes	The secondary color this is visible on the vehicle.

Text Field	List Value	Description
Style	Yes	The style of the vehicle being added such as Pickup, or Sedan.
Type	Yes	The type of the vehicle being added, such as 4-door or extra-cab.
Special Features	No	Any special features of the vehicle. These are things not covered in the list values.
VIN	No	The VIN number of the added vehicle.
Insurance Company	No	The Insurance company of the vehicle being added.
Insurance Agent	No	The agent that represents the Insurance company of the vehicle.
Insurance Phone	No	The phone number of the insurance company.
Insurance Address	No	The address of the insurance company.
Tow Company	No	The name of the tow company.
Tow Address	No	The address of the tow company.
Tow Phone	No	The telephone number of the tow company
Tow Location	No	The location of the towed vehicle.
NCIC Date Entered	No	The date the NCIC information was entered into the database.
NCIC Entered By	Yes	Who is entering the NCIC information.
NCIC Date Cleared	No	The date the vehicle is cleared.
NCIC Cleared By	Yes	Who cleared the vehicle
NCIC Disposition	Yes	The disposition that was given upon being cleared.
Notes	No	Any additional notes that are needed about the vehicle.

To add a vehicle to a CAD event:

1. Choose the *Add Vehicles* menu item from the functions menu. The Add Vehicles window will appear, but will be in a read-only mode.
2. Use Ctrl-a to put the Add Vehicles window into write mode. The cursor will begin at the top left corner.
3. Using the keyboard, begin entering any known information about the vehicle such as their 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).
4. Once all known information has been entered into the text fields, press the “Save” button. You will notice the added name appear in the *Involved Parties* data grid in the top right of the window.

7.0 Adding a 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; you can also select Property from the CAD dash menu. The Property/Evidence window allows users to make entries into the Property 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 has the ability to search for existing property as well as associate additional information such as custody information or NCIC/Recovery information.

Property Record

Commands Functions

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

Case Number CAD Number **Name must be added to case prior to associating with property.** Person Involved
 17-01-24-000012 SMITH, HARVEY H-03/03/1980-ARRESTEE

Detail Custody NCIC/Recovery Bicycle Info Photos

Property Number Date Found Date Entered Lab Number Quantity Property Type Property Category
 1321464 1/22/2017 1/25/2017 0124 1 ELECTRONIC EQUIPMENT FOUND PROPERTY

Serial Number Owner Applied Number NCIC Article Category NCIC Article Type Weapon type Category Caliber
 5468794 Household appliances and hou: Television

Make Model Model Number Color Size Weight Measurement Value Property Status
 Black Prop Measurement1 In Possession

NIBRS Type Property Loss/Etc NIBRS Prop Description NIBRS Suspected Drug Type NIBRS Drug Measurement NIBRS Date Recovered
 Televisions, Radios, Stereos, etc.

Location Found

Description Notes
 Plasma screen TV Damaged in the robbery

Associated Property Records

Property #	Type	Quantity	Date Entered	Serial Number	Make	Model	Description
1321464	ELECTRONIC E...	1	01/25/2017	5468794			Plasma screen TV

Text Field	List Value	Description
Case Number	(Read Only)	Displays 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.
Persons Involved	Yes	Involved individuals that have been added to the current CAD event, and can be associated to property.
Text Field	List Value	Description
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 (e.g. number of keys).
Property Type	Yes	The type of property being added such as jewelry, currency, etc.
Property/Evidence	Yes	Differentiates if the item added is property or evidence.
Serial Number	No	The serial number of the property, if 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 property, if applicable
Color	Yes	The color of the property item, if applicable.
Size	No	The size of the item. This can be in any format as specified in the measurement list value.
Weight	No	The weight of the item. This can be in any format as specified in the measurement list value.
Measurement	Yes	The unit of measure 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 that 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 Loss/Etc.	Yes	Additional info for NIBRS Reporting
NIBRS Prop Description	Yes	Additional info for NIBRS Reporting
NIBRS Suspected Drug Type	Yes	Additional info for NIBRS Reporting
NIBRS Drug Measurement	Yes	Additional info for NIBRS Reporting
NIBRS Date Recovered	Yes	Additional info for NIBRS Reporting

To add a property item to a CAD event:

1. Choose the *Property/Evidence* menu item from the functions 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.
2. Use Ctrl-a to put the Property/Evidence window into write mode. The cursor will begin at the top left corner.
3. 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).
4. Once all known information has been entered into the text fields, press the “Save” button. You will notice the added property item appear in the data grid at the bottom of the window.

To add multiple property items:

Adding multiple items of property to a CAD event is simple. Once you have added your first property item, and have 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.

The Property Custody Tab

Custody information can be tracked on a piece of property by using the Custody tab that is located on the Property/Evidence face page.

The screenshot shows the 'Property Record' application window. The title bar is blue with a close button (X) on the right. Below the title bar is a menu bar with 'Commands' and 'Functions'. A toolbar contains icons for 'Look Up', 'Add', 'Modify', 'Save', 'Cancel', 'Chain Of Custody', 'Check In', 'Check Out', 'Print Label', and 'Print'. The main form area has several fields: 'Case Number' (empty), 'CAD Number' (17-01-24-000012), 'Name must be added to case prior to associating with property.' (text), and 'Person Involved' (SMITH, HARVEY H-03/03/1980-ARRESTEE). Below these are tabs for 'Detail', 'Custody', 'NCIC/Recovery', 'Bicycle Info', and 'Photos'. The 'Custody' tab is active, showing fields for 'Officer Submitting' (KENNEDY, AMANDA), 'Submitted To' (SAWYER, GLENN), 'Property Stored At' (Property Room - Locker 1), 'Location BIN' (Bin 1), and 'Review Date' (01/25/2017). At the bottom, there is a table titled 'Associated Property Records' with columns: Property #, Type, Quantity, Date Entered, Serial Number, Make, Model, and Description. The table contains one row: Property # 1321464, Type ELECTRONIC E..., Quantity 1, Date Entered 01/25/2017, Serial Number 5468794, Make, Model, and Description Plasma screen TV.

Property #	Type	Quantity	Date Entered	Serial Number	Make	Model	Description
1321464	ELECTRONIC E...	1	01/25/2017	5468794			Plasma screen TV

Once the Property/Evidence window is in add-mode (Ctrl-a) users can click on the Custody tab and enter in the Officer Submitting, who they are submitting to, where the property is stored at, the Location Bin and the review date. Officer Submitting, Submitted To, Property Stored At and Location Bin are all list values. Upon clicking the Save button; all information will be committed including any changes that have been made in any of the other tabs.

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.

The screenshot shows the 'Property Record' window with the 'NCIC/Recovery' tab selected. The window title is 'Property Record'. The menu bar includes 'Commands' and 'Functions'. The toolbar contains icons for 'Look Up', 'Add', 'Modify', 'Save', 'Cancel', 'Chain Of Custody', 'Check In', 'Check Out', 'Print Label', and 'Print'. The form fields are as follows:

- Case Number: [Empty]
- CAD Number: 17-01-24-000012
- Person Involved: SMITH, HARVEY H-03/03/1980-ARRESTEE
- Message: Name must be added to case prior to associating with property.

The 'NCIC/Recovery' tab contains the following fields:

- NCIC Number: 648794548
- Entry Date: 1/22/2017
- Entry By: HENDRICKS, MATTHEW
- Clear Date: 1/25/2017
- Cleared By: WILLIAMS, BRAD
- Recovery Date: 1/20/2017
- Recovery Value: 200
- Dispo. Date: 1/25/2017
- Disposition: Released to Owner

At the bottom, there is a table titled 'Associated Property Records':

Property #	Type	Quantity	Date Entered	Serial Number	Make	Model	Description
1321464	ELECTRONIC E...	1	01/25/2017	5468794			Plasma screen TV

Once the Property/Evidence window has been put into add-mode (Ctrl-a) users can enter in an NCIC number, entry date and other information related to NCIC/Recovery. Once all the information has been entered, pressing Save will commit all changes. Final Note on Property

Once the Property/Evidence window has been put into add mode, information can be put into any of the tabs. Doing so and pressing Save, will save any added information in any of the tabs. 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.

Bicycle Info

The **Bicycle Info** tab allows you to enter bicycle specific information for your property/evidence.

The fields include style, boys/girls, speed, frame color, and seat color. You can also specify if it has a front or rear fender, and the tire type. Use the save button to record your bike information.

The screenshot shows a software window titled "Property Record" with a blue header and a red close button. Below the header is a menu bar with "Commands" and "Functions". A toolbar contains icons for "Look Up", "Add", "Modify", "Save", "Cancel", "Chain Of Custody", "Check In", "Check Out", "Print Label", and "Print". The main area has a form with the following fields:

- Case Number: [Empty]
- CAD Number: 17-01-24-000012
- Name must be added to case prior to associating with property. (Red text)
- Person Involved: SMITH, HARVEY H-03/03/1980-ARRESTEE (Dropdown menu)

Below the form are five tabs: "Detail", "Custody", "NCIC/Recovery", "Bicycle Info" (selected), and "Photos". The "Bicycle Info" tab contains the following fields:

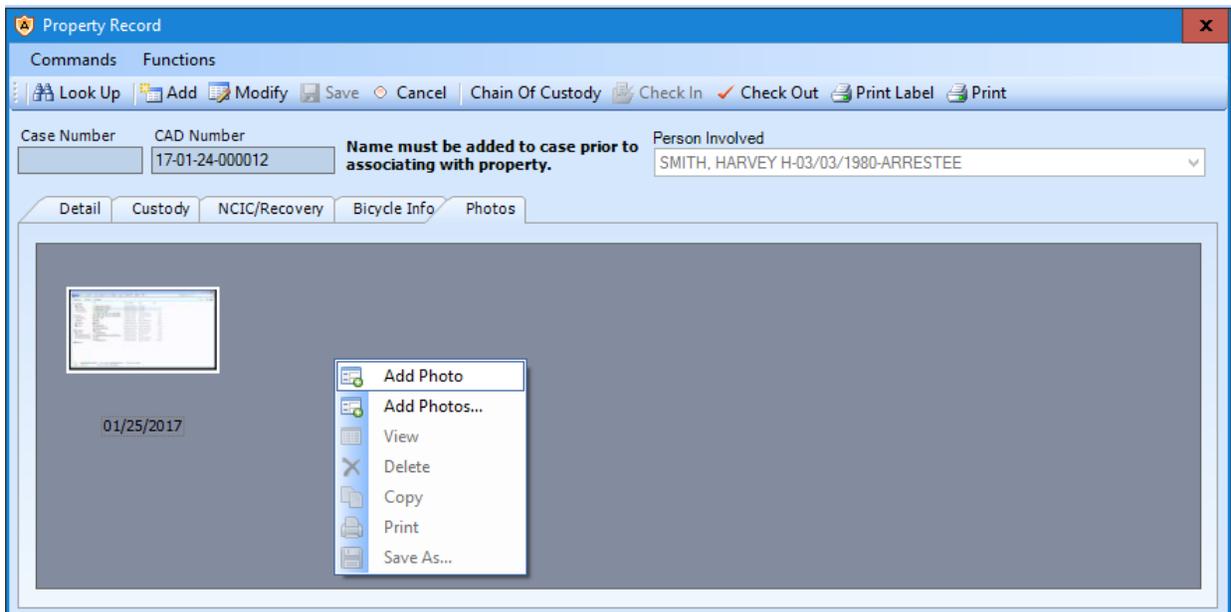
- Style: Standard bike (Dropdown menu)
- Boys/Girls: B (Text input)
- Speed: 10 (Text input)
- Frame Color: Red (Dropdown menu)
- Seat Color: Black (Dropdown menu)

Below these fields are two groups of radio buttons:

- Fenders: Front, Rear, None
- Tires: S/W/S, B/W, N/A

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.



8.0 Adding an Unknown Suspect to a CAD Event

Adding unknown suspects by using the unknown suspect module in CAD is a good way to keep unneeded information out of the Master Name File. The unknown suspects module concentrates on recording the physical information of an individual since often times 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. 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 on 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.

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 has 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.

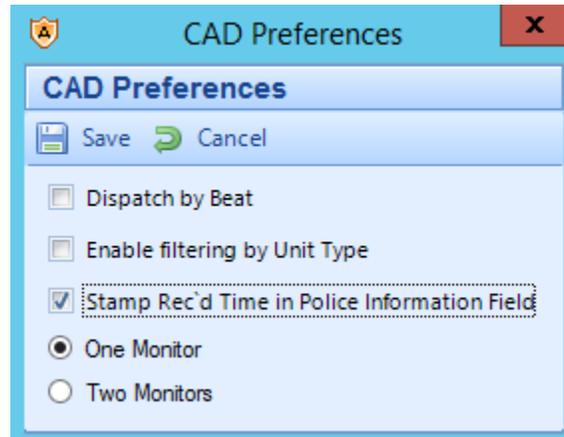
The screenshot shows a window titled "Unkown Suspect List" with a close button (X) in the top right corner. Below the title bar is a "Commands" section with "Select" and "Cancel" buttons. The main area contains a data grid with the following columns: Report Number, CAD Number, Suspect Number, Sex, Race, Age From, and Age To. The grid lists 13 records. Below the grid are form fields for "Complexion", "Glasses", "Hair Color", "Eye Color", and "Head Hair" in a single row, and "Facial Hair", "Build", "Tattoos", and "Teeth" in another row. At the bottom is a "Notes" section with a large text area.

Report Number	CAD Number	Suspect Number	Sex	Race	Age From	Age To
	16-09-19-000725	SUSP # 1	FEMALE	Asian or Pacific Islander	18	19
	16-07-19-000538	SUSP # 1	MALE	Black	0	0
	16-06-21-000425	SUSP # 1	FEMALE	Asian or Pacific Islander	0	0
	16-06-06-000391	SUSP # 1	MALE	Black	18	20
	16-06-01-000382	SUSP # 1	FEMALE	White	20	25
	16-05-31-000378	SUSP # 1	MALE	American Indian or Alaskan Native	25	30
	16-02-16-000069	SUSP # 1	FEMALE	American Indian or Alaskan Native	12	42
	16-02-15-000055	SUSP # 1	MALE	Unknown	30	35
	15-11-20-000481	SUSP # 1	FEMALE	American Indian or Alaskan Native	1	20
	15-06-18-000151	SUSP # 1	MALE	White	28	35
	15-06-17-000149	SUSP # 1	FEMALE	White	22	26

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

9.0 CAD Preferences

The CAD preferences window, found under Functions >> CAD Preferences, gives a quick access point for changing the behavior of the CAD interface.



The CAD Preferences window contains areas to change to dispatch by beats, enable filtering by Unit Type, stamp the received time in the Police Information field, and choose whether the CAD screen it split into two monitors or not.

Dispatch by Beats – This option works in correspondence with the Location codes. In the set up menu users have the option to include a beat number. If this has been done, when an officer is logged on they can also have a beat number included. When the location code is used in CAD that has the same beat number as an officer that is logged on, CAD will automatically assign an available officer to that call.

Enable filtering by Unit Type – This option will allow you to use the Unit Display menu to only display specific unit types in your Available Units List.

Stamp Rec'd Time in Police Information – Will automatically stamp the Rec'd time of the call into the Police Information.

One Monitor – This option will display the CAD information, Available Units List, and Open Calls List all on one screen.

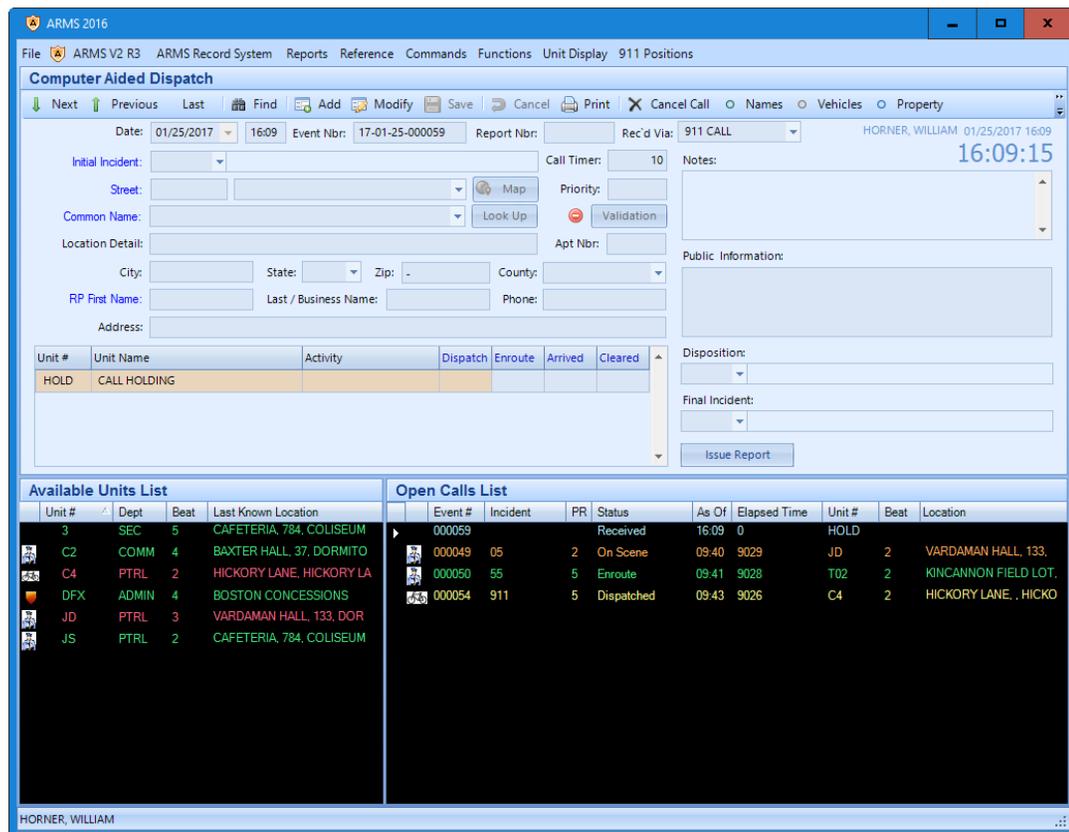
Two Monitor – This option will display the CAD information on one screen and the Available Units List and Open Calls List on another screen.

Once changes have been made to the CAD Preferences window, pressing Save will commit those changes.

10.0 CAD Examples

CAD can be used in many ways, and it is up to the user to add as much or as little details to the calls received. Below are some examples of potential ways that CAD can be used.

1. A CAD event can be saved without assigning an officer to the call, or having any information entered into the Call Details area. In this case, all that exists in the ARMS database is the CAD event number, and the date that the CAD event was created. Entering a call in this manner, might be useful if the caller has been put on hold and no details are known about the call yet.



A CAD call saved

- In the screen shot below some of the call details have been recorded and saved, a CAD event number has been given, but an officer has not been assigned to the call yet. In the Officer Assignment Area, the Unit # and Officer Name are "HOLD" and "CALL HOLDING" respectfully, indicating that an officer has not been assigned. A yellow arrow along the left side of the Open Calls List indicates which call is currently being displayed in the Call Details area.

The screenshot shows the ARMS 2016 Computer Aided Dispatch interface. The main window displays call details for a 'POCKET-PICKING' incident at 'CAFETERIA' (784 COLISEUM DR., POOLE DR.). The incident is dated 01/25/2017 at 16:09. The call timer is 65, and the priority is 5. The status is 'Received'. The location is 'CAFETERIA, 784, COLISEUM DR., POOLE DR.'. The incident is assigned to Unit # 'HOLD' and Officer Name 'CALL HOLDING'. The interface includes a menu bar, a toolbar, and several data entry fields. A yellow arrow points to the first row in the 'Open Calls List' table, which corresponds to the incident being displayed in the details area.

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

Available Units List				Open Calls List								
Unit #	Dept	Beat	Last Known Location	Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location
3	SEC	5	CAFETERIA, 784, COLISEUM	000049	05	2	On Scene	09:40	9030	JD	2	VARDAMAN HALL, 133,
C2	COMM	4	BAXTER HALL, 37, DORMITO	000050	55	5	Enroute	09:41	9029	T02	2	KINCANNON FIELD LOT,
C4	PTRL	2	HICKORY LANE, HICKORY LA	000059	POCKET	5	Received	16:09	1	HOLD		CAFETERIA, 784, COLIS
DFX	ADMIN	4	BOSTON CONCESSIONS	000054	911	5	Dispatched	09:43	9027	C4	2	HICKORY LANE, , HICKO
JD	PTRL	3	VARDAMAN HALL, 133, DOR									
JS	PTRL	2	CAFETERIA, 784, COLISEUM									

A CAD call saved with some call details added, but with no officer

- The screen shot below shows the same call as the previous, but now two officers have been added to the call. Their names are shown in the Officer Activity Area and the call is now being show as "On Scene" under the *Status* column of the *Open Calls List*.

The screenshot displays the ARMS 2016 Computer Aided Dispatch (CAD) interface. The main window title is 'ARMS 2016' and the menu bar includes 'File', 'ARMS V2 R3', 'ARMS Record System', 'Reports', 'Reference', 'Commands', 'Functions', 'Unit Display', and '911 Positions'. The 'Computer Aided Dispatch' window is active, showing a call for 'POCKET' at 'CAFETERIA' on 01/25/2017 at 16:09. The call time is 65 seconds and the priority is 5. The location is '784 COLISEUM DR./POOLE DR.'. The call is currently 'On Scene'.

The 'Officer Activity Area' shows two officers assigned to the call:

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
C2	PEACOCK JASON	ASSIGNED CALL	16:11	16:13	16:13	
JS	JORGE	ASSIGNED CALL	16:13			

The 'Open Calls List' shows the following calls:

Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location
000049	05	2	On Scene	09:40	9033	JD	2	VARDAMAN HALL, 133,
000059	POCKET	5	On Scene	16:13	0	C2	2	CAFETERIA, 784, COLIS
000050	55	5	Enroute	09:41	9032	T02	2	KINCANNON FIELD LOT,
000059	POCKET	5	Dispatched	16:13	0	JS		CAFETERIA, 784, COLIS
000054	911	5	Dispatched	09:43	9030	C4	2	HICKORY LANE, HICKO

The 'Available Units List' shows the following units:

Unit #	Dept	Beat	Last Known Location
3	SEC	5	CAFETERIA, 784, COLISEUM
C2	COMM	4	CAFETERIA, 784, COLISEUM
C4	PTRL	2	HICKORY LANE, HICKORY LA
DFX	ADMIN	4	BOSTON CONCESSIONS
JD	PTRL	3	VARDAMAN HALL, 133, DOR
JS	PTRL	2	CAFETERIA, 784, COLISEUM

The bottom status bar shows 'HORNER, WILLIAM'.

A CAD call showing

- CAD also has the ability to stack calls, which means that a single officer can be assigned to multiple calls. An officer that is stacked on calls will have to be cleared from in the order that he was stacked.

In the screen shot below unit C2 has been stacked on call 17-01-25-000060. The Open Calls List displays stacked calls in red. Also in this call, a case report has been issued by clicking on the Issue Report check box. Once a report has been issued the Report Nbr. field will be filled out.

The screenshot displays the ARMS 2016 Computer Aided Dispatch interface. The main window shows call details for event 17-01-25-000059, incident POCKET-PICKING, located at 784 COUSEUM DR./POOLE DR. Unit C2 (PEACOCK JASON) is assigned to this call at 16:11. The interface also shows a list of available units and a list of open calls. In the Open Calls List, call 17-01-25-000060 (MIP) is shown as stacked on unit C2. The 'Issue Report' button is visible, indicating that a case report has been issued for this call.

Unit #	Unit Name	Activity	Dispatch	Enroute	Arrived	Cleared
C2	PEACOCK JASON	ASSIGNED CALL	16:11	16:13	16:13	
JS	JORGE	ASSIGNED CALL	16:13			

Unit #	Dept	Beat	Last Known Location
3	SEC	5	CAFETERIA, 784, COLISEUM
C2	COMM	4	CAFETERIA, 784, COLISEUM
C4	PTRL	2	HICKORY LANE, HICKORY LA
DFX	ADMIN	4	BOSTON CONCESSIONS
JD	PTRL	3	VARDAMAN HALL, 133, DOR
JS	PTRL	2	CAFETERIA, 784, COLISEUM

Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location
000049	05	2	On Scene	09:40	9042	JD	2	VARDAMAN HALL, 133,
000059	POCKET	5	On Scene	16:13	9	C2		CAFETERIA, 784, COLIS
000060	MIP	5	Stacked	16:14	8	C2	5	FACULTY HOUSE 33, F
000050	55	5	Enroute	09:41	9041	T02	2	KINCANNON FIELD LOT,
000059	POCKET	5	Dispatched	16:13	9	JS		CAFETERIA, 784, COLIS
000054	911	5	Dispatched	09:43	9039	C4	2	HICKORY LANE, HICKO

A CAD call showing two calls assigned, one of which is stacked. Also shows that a Case Report has been issued.

Stacking Calls

When an officer is assigned to an event and another event is assigned to the same officer, the call is then stacked waiting for the officer to clear before he can be dispatched to another call.

Open Calls List									
	Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location
▶	000012	OFF	5	Enroute	08:34	1446	9901		FRATERNITY/CONFED
▶	000018	ROBS	5	Stacked	08:40	0	9901	2	COLISEUM TICKET OFFI

Once the officer is cleared from the first call, the Dispatcher will receive a prompt to assign any call that has been stacked.

A Officer is available X

Unit is available

Assign Now Cancel

Unit HOWARD, KAREN - 9901 is available. Please select the call to dispatch the unit.

Event Number	Incident	PR	Location
17-01-26-000018	STRONG-ARM (HANDS, FISTS, FEET, ET	5	JACKSON AVE.

Re-assigning

It may become necessary to re-assign an officer to another call. For example an officer is in route to a call and they perform a vehicle stop while enroute. Once the Vehicle Stop function is selected and the officer is placed on the Vehicle Stop, the original call will automatically be placed in a 'Re-Assign' status.

Open Calls List									
	Event #	Incident	PR	Status	As Of	Elapsed Time	Unit #	Beat	Location
▶	000021	VEHST	5	On Scene	08:52	0	9901		24 SORORITY ROW,
▶	000018	ROBS	5	Reassigned	08:52	0	9901	2	COLISEUM TICKET OFFI

When a call has been re-assigned, the Dispatcher may elect to either assign another officer to the call or wait until the original officer clears then place them back out on the call. Once placing an officer on a reassigned call, the Activity code will need to be changed from REA to AC (Assigned Call) or a like code in order to clear the re-assignment.

