



Clery Workbook

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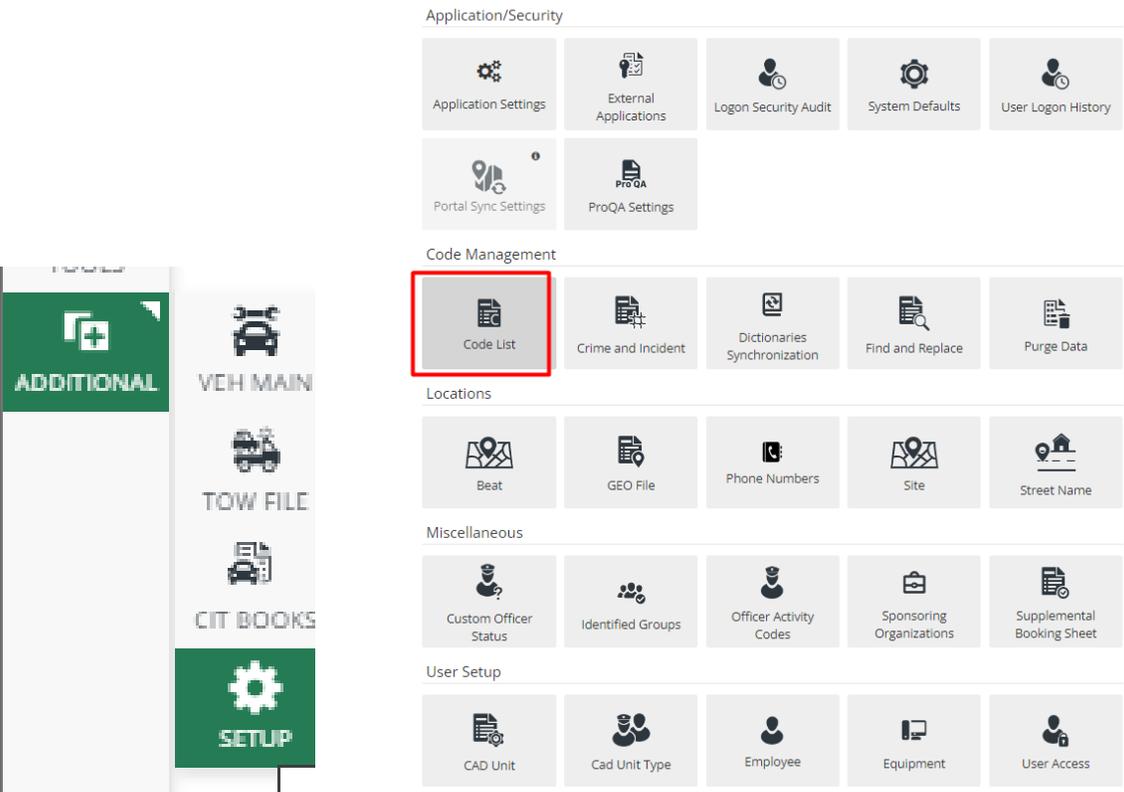
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Clery Code Setup

Code List

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$58,328 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

To report Clery through ARMS, the first step is to set up all codes in the system. Start by hovering over the Additional tab from the ARMS home screen, select Setup, then select the Code List module.



In the Code List Screen, Select Clery from Category Drop-down. There are three options in the Subcategory – Cause of Fire, Clery Act Data, and Hate Type. These three options are standardized codes from Clery.

First select Cause of Fire from the Subcategory. Make sure all the codes and descriptions are added properly. Check similarly for the other two i.e. Clery Act Data and Hate Type.

Home / Setup + Add New

Code List

Category: Clery Subcategory: CleryActData Cause of Fire Status: Active

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

1 - 15 of 16 items << < > >>

The next Category to select is UCR, which is mainly used for Arson. Add all Arson Structure types in the Arson Structure Type Subcategory.

Home / Setup + Add New

Code List

Category: UCR Subcategory: Arson Structure Type Arson Structure Type Status: Active

Code	Description	Status
97	Other	Active
AS	All Other Structures	Active
AST1	Single Occupancy Residential	Active
AST2	Other Residential (apartments, hotels, motels, etc.)	Active
AST3	Storage (barns, garages, warehouses, etc.)	Active
AST4	Industrial/Manufacturing	Active
AST5	Other Commercial (stores, offices, restaurants, etc.)	Active
C	Commercial	Active
CP	Community/Public	Active
IM	Industrial/Manufacturing	Active
MV	Motor Vehicles	Active
OM	Other Mobile	Active
OR	Other Residence	Active
S	Storage	Active
SO	Single Occup. Residence	Active

Found 15 record(s) << < > >>



The next category is Arrest and the subcategory is Stat Code. All the codes in the system should match the description in the system.

Home / Setup + Add New Q Search

Code List

Category: **Arrest** Subcategory: **Stat Code** Status: Active

Code	Description	Active
1	Citation	YES
2	Book	YES
3	Other	YES
4	Referral	YES

Found 4 record(s) << < > >>

Crime Codes

The next step for setting up Clery code is going to the Crime and Incident Module from the Setup menu.

Show: ALL

Application/Security

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

Code Management

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

Locations

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

Miscellaneous



Department users can set their crime codes up in this module to report Clery data. Some crime codes may already be in the system.

The important thing to note while reporting for Clery is the Clery Act Data field. This field should be matched with the Offense Code, if the Clery Act Data is filled for the Crime Code and is uploaded for Clery Review in Case then this will determine what crime codes show on ASR (Annual Security Report)

Home / Setup Delete Cancel Save

Edit Crime Code

Offense Code 05	UCR Data 42	Code Section
Clery Act Data 4 - Aggravated Assault	CAD Open Calls List: Unit Display B, P Clear	NCIC Number
NIBRS Offense 13A	Description 123456789012	Classification ASSAULT
Portal Classification AS - Assault	Level of Offense M	Call Timer 5
Call Priority 2	State Offense Code	NIBRS Additional Code AGGRAVATED_ASSAULT

Standard Operating Procedure
test

Crime Types

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

Display this crime code in

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

Other parts which go into Clery Reporting through ARMS are in the Crime Types.

Include in "Right to Know" – Crime codes marked with this box will appear in the daily crime log regardless if it's a case or CAD event.

Drug Law, Liquor Law, and Weapon Possession are all related to Clery's Reporting. Weapon Possession is to track a call that has a Weapon Possession.



Any Clery Crime Types that are not UCR Reportable still need to have a value in the UCR Data field, in such case put code 99 to complete Clery Reporting. Code 99 is not related to any crime codes, it's just a way to show up this crime code in the list for review.

Home / Setup Delete Cancel Save

Edit Crime Code

Offense Code	UCR Data	Code Section
05	99	
Clery Act Data	CAD Open Calls List: Unit Display	NCIC Number
4 — Aggravated Assault	B, P Clear	
NIBRS Offense	Description	Classification
13A	123456789012	ASSAULT
Portal Classification	Level of Offense	Call Timer
AS - Assault	M	5
Call Priority	State Offense Code	NIBRS Additional Code
2		AGGRAVATED_ASSAULT

Standard Operating Procedure

Location Codes

This is the last part of setting up Clery. For this go to Additional > Setup > Geo File.

Application/Security

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

Code Management

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

Locations

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

Miscellaneous

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

User Setup

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

It will show a list of all locations in the system and if their Clery location needs to be designated.

Locations are defaulted to On Campus. To modify this, go to Edit Location in Clery. Select the Clery Data tab. There are multiple options to choose from. Select the option most applicable.



Choose from multiple radio buttons as per the location i.e. On campus, Non-Campus building or property, Non-reportable Location, On Campus – in any student residential facility, Public Property, and Patrol Jurisdiction.

Home / Setup

Edit Location

Delete Print Cancel Save

- General
- Officer Safety
- Security Matrix
- Clery Data**
- Haz Materials
- Contact Information
- Photos
- Other Media
- Alias

On Campus
"Campus" means:
1. any building or property owned or controlled by the institution within the same reasonably contiguous geographic area of the institution
2. and issued by the institution in direct support of, or in a manner related to, the institution's educational purposes;
3. and property within the same reasonably contiguous geographic area of the institution but controlled by another person,
4. and is used by the students,
5. and supports institutional purposes.

Non-Campus building or property
"Non-Campus building or property" means:
1. any building or property owned or controlled by a student organization officially recognized by the institution
2. and building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes
3. and is frequently used by students,
4. and is NOT within the same reasonably contiguous geographic area of the institution.

Non-reportable location
All other non-campus locations NOT discussed above

On Campus - in any student residential facility
Residence halls or other residential facilities for students on campus

Public Property
"Public Property" means:
1. all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus,
2. or immediately adjacent to and accessible from the campus.

Patrol Jurisdiction
There is an additional geographic location that applies exclusively to the crime log. In addition to recording reported crimes that occurred on campus, in or on noncampus buildings or property or on public property within the campus or immediately adjacent to and accessible from the campus, reports of crimes that occurred within the patrol jurisdiction of the campus police or security department must also be entered into the crime log.



Data Entry

Case Data Entry

To add a case in Clery, first, add a case in ARMS through Case Management. Here we are describing only fields related to Clery Reporting. In the Face Page tab, important fields for Clery Reporting are Date Reported, Occurred To, Occurred From times, and Location to add information regarding where it occurred.

Home / Case Management / Cases Delete Case History Print Approval Records Cancel Save

Case #2211-00049 Non-Criminal Report Approval Status: NEW

Face Page

Restrictions
 Confidential Juvenile Sex Offense Sealed

Report Title: CRIM — CRIMINAL CASE REPORT Status: ACTI — ACTIVE

Related Agency: Related Number:

Date Reported: 11/11/2022 15:49 **Occurred From:** 11/01/2022 15:49 **Occurred To:** 11/10/2022 15:49

Officer: JANKI SHAH Entered By / Last Modified By: JANKI SHAH

Location

Common Name: BARR HALL

Street number: 193 Street name: DORM ROW NORTH Apt/Suite Nbr: Floor: Building: BARR HALL

City: University State: MS Zip: 38677 County:

Disposition

Disposition:

Disposition Notes:
Sans Serif Normal B I U A [Icons]



In the Incident tab, add the Crime code and information related to Clery. These fields if not filled by an Officer, then can be added later by an Administrator in UCR/Clery Review.

Home / Case Management / Cases / #2211-00049

Done

Adding incident

Incident*	Code Section
AGGRAVATED ASSAULT WITH A FIREARM	97-3-7(2)(B)
Crime Class	UCR Data
ASSAULT	41
Clery Crime Type	NIBRS data
4	13A
Domestic Violence	Weapon Type (UCR)
<input type="checkbox"/> Domestic Violence Related	<input type="radio"/> N <input type="radio"/> F <input type="radio"/> K <input type="radio"/> P <input type="radio"/> O
<input type="checkbox"/> Senior Citizen Involved	N=None, F=Firearm, K=Knife, P=Personal Weapon (hands fists or feet), and O=Other Damage
Type of Weapon/Force Involved (No more than 3 items)	
N/A	
Type Of Criminal Activity (No more than 3 items)	
N/A	
Attempted/Completed	HATE
Completed	N/A
Location Type	Bias Motivation
SCHOOL/COLLEGE OR UNIVERSITY	NO BIAS
Number of Premises Entered	Method of Entry
	N/A
Offender Suspected Of Using	Gang Information
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Juvenile Gang
<input type="checkbox"/> Computer Equipment	<input type="checkbox"/> Other Gang
<input type="checkbox"/> Drugs/Narcotics	<input checked="" type="checkbox"/> None/Unknown
<input checked="" type="checkbox"/> Not Applicable	
Loss to Organization	Recovery to Organization
0.00	0.00
Loss for Person	Recovery for Person
0.00	0.00



In the UCR/CLERY tab, click on Start UCR Review.

Home / Case Management / Cases

Case #2211-00049 Non-Criminal Report

Approval Status: IN-PROGRESS

+ Start UCR Review

No linked entries

UCR / Clery

It will pull data from Case Entry. Scroll down on the screen to go up to the Clery section and tick mark the one that applies. Once done hit Save.

Clery ACT - TITLE IX - SaVE ACT

Title IX Compliance No Yes

SaVE Act No Yes

Domestic Violence - VAWA No Yes

Dating Violence - VAWA No Yes

Stalking - VAWA No Yes

Did a forcible or non-forcible sex offense occur in addition to an already counted murder or manslaughter? No Yes

Sex Offense: N/A

Clery Information

Clery Crime Type: N/A

Hate Type: N/A

Arson

Cause of Fire: N/A

Structure Type: N/A

Unoccupied Structure

Number of Injuries: 0

Number of Deaths: 0

Property Loss Total: 0.00

Mobile: No Vehicle Involved

Arrest Data Entry

For reporting Weapon Possession information in Clery, the officer needs to add arrest information. Select the Names tab from Case and click on Add Arrest.

Case #2208-00036 Non-Criminal Report

Approval Status: NEW

Face Page

Incidents

Names¹

Name	Involvement	DOB (Age)	Race	Sex	Ethnicity	Arrest / Ref...
JOHNSON JOEY	ARRESTEE		White	MALE	Non - Hispanic	NO

Businesses

Properties

Vehicles

Narrative

Photos

Assign for Investigat...

Follow-Ups

Supplements

Complaints

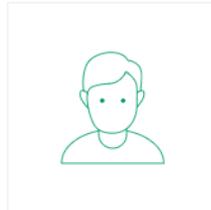
UCR / Clery

NIBRS

Other Media

Crime Analysis

Person details [↗](#)



Name Suffix

DOB (Age) Race

Sex Gender

Ethnicity SSN

Drivers License Student Id Classification/Occupation

Email Officer Safety Last NCIC update

Involvement Name Type

Arrest

First, fill in the required General Information in the General Info tab,

Home / Case Management / Cases / #2208-00036

Editing UCR Review, #2208-00036

General info
Properties ▾

Crime

Select the crime to be counted for the Return A - Monthly Return of Offenses, Property Stolen By Classification and Clergy Report

Clearance Status

Date Cleared

Unfounded
 Exceptional Clearance
 Cleared By Juvenile Arrest

Domestic Violence

Domestic Violence Related
 Senior Citizen Involved

Weapon Type

N F K P O

N-None, F-Firearm, K-Knife, P-Personal Weapon (hands fists or feet), and O-Other Damage

Vehicle Recovery

Recovery Type

Recovery Date

Law Enforcement Officers Killed Or Assaulted

Type of Activity

Personal Injury

With Personal Injury
 Without Personal Injury

Type of Assignment Alone or Assisted

Two-Officer Vehicle Alone
 One-Officer Vehicle Assisted
 Detective or Special Assignment
 Other

Officer Killed



then add charges detail in the Charges Tab. Charges added here need to be checked with Drug Law, Liquor Law, or Weapon Possession.

Home / Arrests

← Back to Case Delete Arrest History Print Live Scan Modify Save

Editing Arrest

General info

Charges²

Spouse & Employer

Holding Information

UCR Statistics

Booking Photos

Presentment Details

Personal Effects¹

Notes

Type here to add new Charge + Add Charge

Code Section	Classification	Description	
97-37-19	WEAPON	Exhibiting of a Weapon	Remove
MS 97-3-79	ROBBERY	Robbery, Armed	Remove

Multiple charges can be added. For Location, the location must be a Clery Reportable Location. The most important and required tab for Clery Reporting is the UCR Statistics tab.

Home / Arrests

Delete Arrest History Print Live Scan Cancel Save

Editing Arrest

General info

Charges⁰

Spouse & Employer

Holding Information

UCR Statistics

Booking Photos

Presentment Details

Personal Effects⁰

Notes

UCR Arrest Type: N/A

Referral To: N/A

UCR Disposition(Juvenile only): N/A

Stat Code: N/A

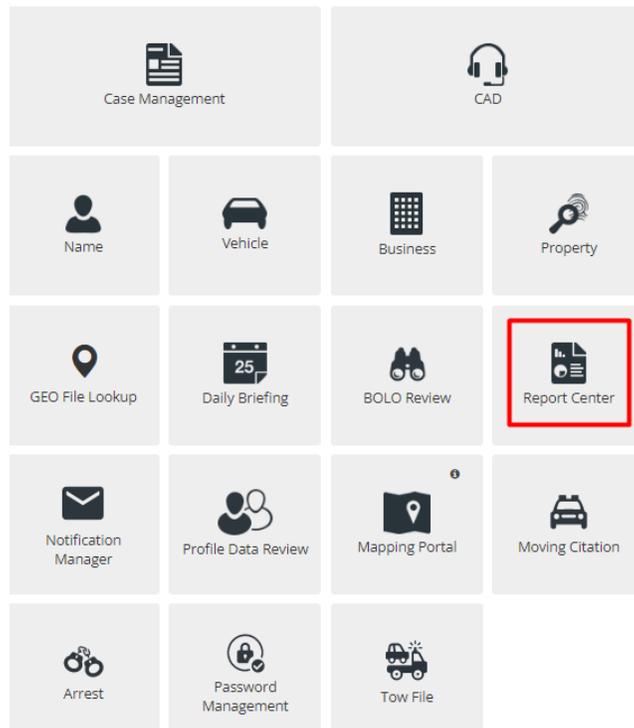
- NVA
- Book
- Citation
- Other
- Referral

Stat Code – They are code that to be looked on Code List and can be used to find out whether it is booking, referral or citation

Report Center

Overview

To create a report in ARMS, start with the Report Center module. From there a user can select a Canned Report (a report with predetermined fields) or create a custom report to fulfill their needs.



The first page shows Recently Accessed and Popular Reports. Recently accessed are reports that were used lately by the user. The reports displayed in this section will vary from user to user.

Reports that display in the popular section are the most frequently used by the department. This section will look the same for all users.

On the left, there is a menu with multiple options for reports that are separated category-wise. It also has a search option that searches from the list of reports provided in ARMS.

If we click any of them, it will divide into two parts Canned Reports and Custom Reports. Canned Reports are created by ARMS and can be filtered as per one's needs. Custom Reports are created by the User.

- Q Search
- ▼ Arrest
 - ▼ Canned Reports
 - Arrest Log
 - Arrest Log grouped by Offi...
 - Arrest Log grouped by Age
 - Arrest Log grouped by Cha...
 - Booking Photo Report
 - Arrest Log grouped by Rac...
 - Arrest Log grouped by Rac...
 - NCIC Arrest Log Demograp...
 - NCIC Arrest Log Demograp...
 - Arrest Log grouped by Offi...
 - Arrest Log grouped by Cha...
 - ▼ Custom Reports
 - ▼ Arrest Reports
 - Add New Report
 - > Saved Reports
 - > Arrest Charge Reports
 - > CAD
 - > Case Management
 - > Clery Statistics
 - > Crime Analysis
 - > Field Interview
 - > Geo File
 - > Master Name
 - > Media History
 - > Moving Citation

Recently Accessed

Admin Report

This report will act as an overview of the administrative segment, to allow administrators to quickly review all of their nibrs review records within a specified time frame.

Fixed Reports, November 7, 2022

Overview Report

This report acts as a NIBRS Log, to allow administrators to quickly review all of their NIBRS review records within a specified time frame.

Fixed Reports, November 7, 2022

Arrest Comparison

This report is responsible for showing a department their documented arrests versus the arrests that have been recorded in the NIBRS review step 7.

Fixed Reports, November 7, 2022

Code Comparison

This report will be used by agencies to compare the CrimeCodes entered into Case Mgmt with those entered into NIBRS Offense Segments. It searches the Case Mgmt >> Date Occured From and the NIBRS Incident Date/Hour.

Fixed Reports, November 7, 2022

Error Dictionary

This report will display the code and description for all NIBRS rules evaluated.

Fixed Reports, November 7, 2022

Popular

Case - All

This report serves to display all cases in the chosen range

Case Crime Reports, January 26, 2022

Summary. Graphs

This report serves to display information about incidents as graphs of a selected type

CAD Reports, March 29, 2022

Evidence Inventory Report

Evidence Inventory

Fixed Reports, October 28, 2022

Incident All

This report serves to display all incidents in the chosen range

CAD Reports, November 17, 2021

Student Right To Know Report

This will print a count of all the Part1 crimes necessary for the "Right to know" legislation, along with the arrests for Liquor Law, Drug Abuse and Weapon Possession violations.

Fixed Reports, June 16, 2022



To view the open calls or the status of an officer select Dispatch Display from the side menu.

Dispatch Display

Event #	PR	Unit #	Status	Incident	Beat	Location
000083	1	97	Arrived	04		CAFETERIA, 784 COLISEUM DR./POOLE DR.
000083	1	WB	Arrived	04		CAFETERIA, 784 COLISEUM DR./POOLE DR.
000079	3	BIS003	Stacked	FI	2	ALL AMERICAN DR., All American Drive
000078	5	BIS003	Stacked	70	2	ACADEMIC BUILDINGS
000077	5	BIS003	Stacked	VEHST	4	ACCELERATOR BUILDING, 631 ALL AMERICAN DRIVE
000072	5	WHOI	Arrived	08		2801 North Braeswood Boulevard, HOUSTON, TX, 77025
000071	5	HOLD	Received	08	2	V. B. HARRISON HEALTH CENTER, 400 REBEL DRIVE
000069	5	HOLD	Received	ROBS	4	LAMAR LAW CENTER, 615 GROVE LOOP
000063	5	TL	Reassigned	07		4000 BLOCK OF BALTIMORE AVENUE, 4000 BALTIMORE AVE
000082	5	HOLD	Received	ACCIDENT		4000 BLOCK OF CHANCELLOR ST, 4000 CHANCELLOR ST

In Reports Management an officer can search based on report name or the user who created the report. If a user can delete reports a trash icon will display.

Reports Management

Report Group Name x
Report Name
Owner Type
Select User

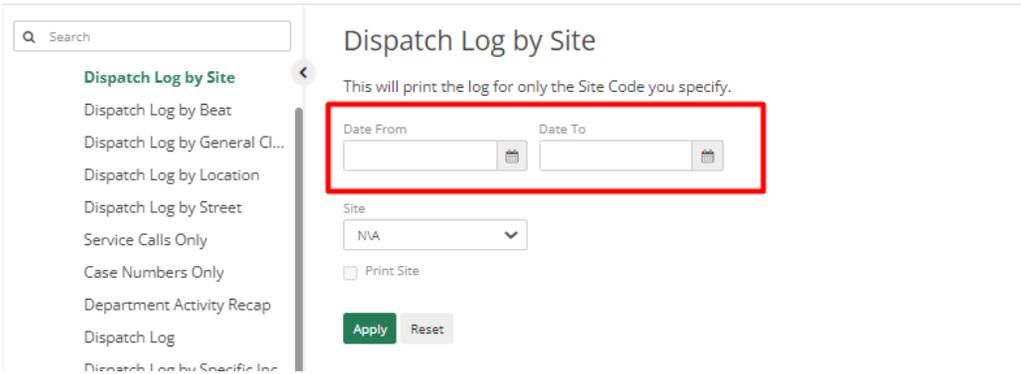
<input type="checkbox"/>	Name	Description	Group Name	Owner Name	<input type="button" value="trash"/>
<input type="checkbox"/>	a	a	Arrest Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	A test Baylor	Dispatch Log by Specific Incident	CAD Unit Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Ad Hoc Query - "Arrest"	Ad Hoc Query - "Arrest"	Arrest Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	aedfas	test	CAD Unit Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Analytic	test	Case Crime Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Arrest - All	This report serves to display all arrest in the chosen range	Arrest Charge Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Arrest Pivot Table	Arrest Pivot Table	Arrest Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Arrest Test	Arrest Test	Arrest Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Arrest Test 2	Arrest Test 2	Arrest Reports	HOLD	<input type="button" value="trash"/>
<input type="checkbox"/>	Arrests by Age	This report serves to display all arrests for a range of dates, subtotaled by Age	Arrest Charge Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Arrests by County	This report serves to display all arrests for a range of dates, subtotaled by County	Arrest Charge Reports		<input type="button" value="trash"/>
<input type="checkbox"/>	Arrests By County (2)	example	Arrest Charge Reports		<input type="button" value="trash"/>

Canned Reports

Canned Reports are pre-created reports that are available for immediate use. To find a Canned Report hit the drop-down arrow of a category. Hit the drop-down arrow of Canned Reports

A list of reports will display select a report. Within the report a user can modify the dates, sites, and other fields displayed for the report. Click Apply and a report will be created.

- Case Management
- Canned Reports**
 - Case Log By Date
 - Case Log By Date And Time
 - Case Log Media
 - Case Log - Individual Officer
 - Cases By Location Type Su...
 - Cases By Location Type
 - Approved Cases Report
 - Hate Crimes
 - Crime Summary - One Site
 - Supplement Log
 - State As Victim
 - Filter Case Log by Categories
 - Search by Location Detail



Dispatch Log by Site

This will print the log for only the Site Code you specify.

Date From Date To

Site: NVA

Print Site



All reports can be Printed. Exported to PDF, exported to Excel, or Exported to RTF file.

« < > » Page 1 from 3

Print Export to PDF Export to Excel Export to RTF

UNIVERSITY OF END2END
UPD
Dispatch Log by Site from 10/03/2022 to 10/28/2022

[End of Shift](#) Oct 05, 2022 - 23:40:27 22-10-0

RP:
Common Name/Address:
Notes:
Public Information:
Disposition:
Received Via: Radio
Unit #: BIS003 - Dispatch 23:40/EnRoute 23:40/Arrived 23:40/Clear 23:40

[Beginning of Shift](#) Oct 05, 2022 - 23:41:05 22-10-0

RP:
Common Name/Address:
Notes:
Public Information:
Disposition:
Received Via: Radio
Unit #: BIS003 - Dispatch 23:41/EnRoute 23:41/Arrived 23:41/Clear 23:41

[Vehicle Stop](#) Oct 06, 2022 - 00:07:00 22-10-0

RP:
Common Name/Address: ACCELERATOR BUILDING, 631 ALL AMERICAN DRIVE, University, MS 386

Notes: Case #2210-00043 has been issued by BIS003/JANKI SHAH
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam maximus leo ut dictum neque finibus. Nulla ultrices posuere bibendum. In hac habitasse platea est sapien, malesuada sed sodales vel, porta eu felis. Quisque et blandit liber tortor. Donec laoreet, enim elementum aliquet eleifend, turpis lectus pellentes tincidunt massa mauris nec nulla. Vestibulum non dapibus magna, ac bibendi commodo lorem nec dictum fringilla. Sed ipsum magna, tempor fermentum m consectetur tempus sem. Suspendisse at aliquam nisi, porttitor pretium augue natoque penatibus et magnis dis parturient montes. nascetur ridiculus mus. C facilisis, dapibus elit a, mattis massa. Vivamus scelerisque lorem sollicitudin e porttitor purus lobortis. Aliquam erat volutpat.

Nam ligula tortor, pellentesque non libero vestibulum, ultricies ultricies tortor. ! aliquet ultricies porta. Morbi commodo tincidunt posuere. Suspendisse sagittis vulputate, leo ante tempor nulla, a tincidunt mi tortor et dolor. Nunc at nulla e fermentum ullamcorper sit amet ac leo. Ut augue arcu, dictum ac nunc ut, ultr mauris. Nunc eu pulvinar felis. In varius nec libero et placerat. In et placerat n interdum eros. Mauris id lacus fringilla
Vehicle BABABA AL has been associated to event
Vehicle Stop: 10/06/2022 00:07 Location: , Description: YELLOW GRAY DOD

Each Canned Report has different options to be filled by the Officer as per the type of the Report. Reports that display in table form look best when exported to Excel.

Custom Reports

Custom reports allow users to tailor a report to their specific needs. To create a Custom Report, start by clicking the drop-down arrow of the category of their choosing. Hit the drop-down arrow on Custom Reports.



There are two options Add New Report and Saved Reports. Add New Report will create a new report as per the information selected and Saved Reports will display all the reports saved by other Employees in the department.

After clicking Add New Report, it will display a few entries with default setup which can be changed by selecting fields as per the type of report. The three main things for customizing reports are Filters, Group By and Fields. Filters are what an Officer searches. Group By is used to categorize but is not necessary.



Fields are headers or data.

New Report - "Case"

+ Add filter + Add Computed filter

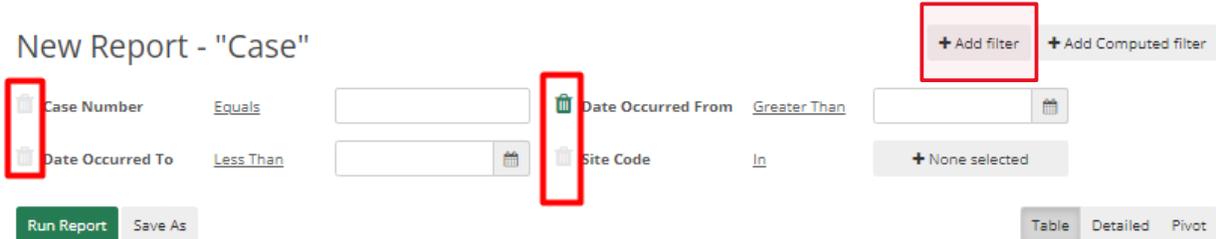
Case Number Equals [] Date Occurred From Greater Than []
Date Occurred To Less Than [] Site Code In + None selected

Run Report Save As Table Detailed Pivot

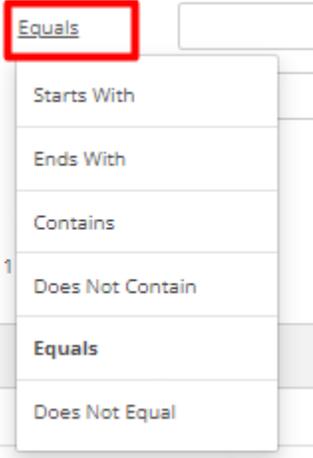
<< < > >> 1 - 100 (869 records) Group By Fields Export to CSV Export to PDF

Case Number	Date Reported	Report Title	Business	Crimes
13-0159	10/08/2013	Incident Report	JOHNNY WILLIAMS GENERATI...	Abandoned Vehicle/Property
13-0162	10/04/2013	(Empty)	CROSBY HALL	Aggravated Assault with a Fir...
13-0165	10/07/2013	(Empty)	FLAG POLE AT UNIV. CIRCLE	Simple Assault, Fear of bodily...
13-0167	10/13/2013	(Empty)	FASER HALL	Simple Assault, causing bodil...
13-0169	12/13/2013	(Empty)	(Empty)	(Empty)
14-0004	02/19/2014	CRIMINAL CASE REPORT	ANDERSON HALL	Robbery, Armed,Trespass les...
14-0006	02/19/2014	(Empty)	(Empty)	(Empty)
14-0007	02/19/2014	Information Report	(Empty)	Alarm-Panic
14-0008	03/04/2014	(Empty)	HEDLESTON DORMITORY	Disturbing the Peace,Aggrava...
14-0012	11/01/2013	(Empty)	ACCELERATOR BUILDING	123456789012.Stalking - VAWA
14-0030	04/24/2014	CRIMINAL CASE REPORT	TRIPLETT ALUMNI CENTER	Robbery, Armed
14-0031	05/07/2014	(Empty)	CARRIAGE HOUSE	Robbery, Armed
14-0032	05/07/2014	(Empty)	(Empty)	Administering Poison to Anim...
14-0033	05/09/2014	CRIMINAL CASE REPORT	HEALTH AND SAFETY DEPT.	Destroying Public Property, \$...
14-0034	05/14/2014	(Empty)	(Empty)	(Empty)
14-0035	05/20/2014	(Empty)	GUESS HALL	Special Detail
14-0036	06/02/2014	CRIMINAL CASE REPORT	(Empty)	(Empty)
14-0037	06/06/2014	CRIMINAL CASE REPORT	INTERCOLLEGIATE ATHLETICS	RUDE INDIVIDUAL THAT IS VE...
14-0038	06/06/2014	CRIMINAL CASE REPORT	MILLER HALL	RUDE INDIVIDUAL THAT IS VE...
14-0039	06/10/2014	(Empty)	GEORGE PEABODY HALL	RUDE INDIVIDUAL THAT IS VE...
14-0040	06/11/2014	CRIMINAL CASE REPORT	INTERCOLLEGIATE ATHLETICS	Boot a vehicle
14-0041	06/11/2014	CRIMINAL CASE REPORT	ACCELERATOR BUILDING	Boot a vehicle

To remove filters, click the trash can icon to the left of the filter . To add a new filter, click the add Filter button and choose from the list. After selecting filter it can be searched by those selected options.

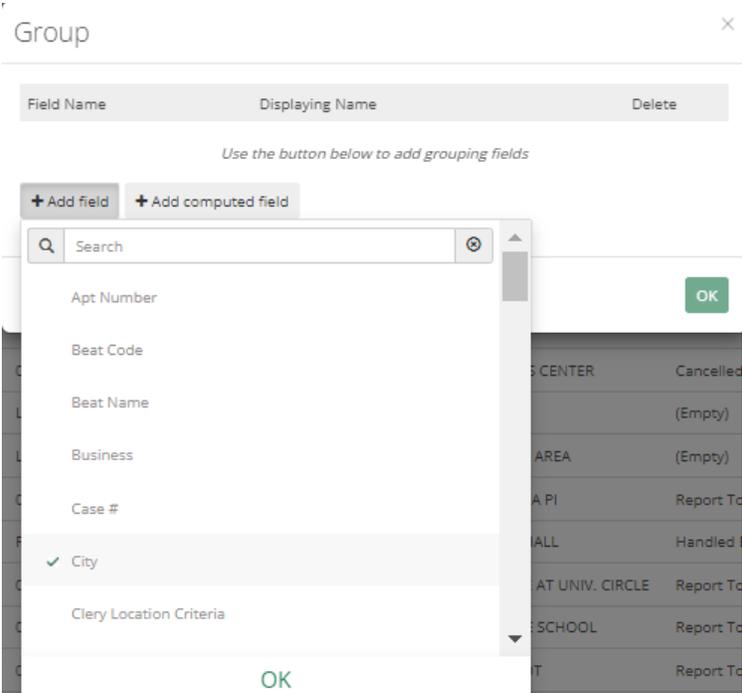


By clicking on Equals, an Officer can filter in multiple other ways using Starts with, Ends With, Contains, Does Not Contain, Equals, and Does Not Equal.



To use a more descriptive filter, click On the Add Computed Filter button. For example, instead of filtering by dates, users can filter by Week, Weekday, Month, Quarter, etc.

Group by has similar options like a filter i.e., Add Filter and Add Computed Field, but it can be grouped by unit, etc.



Applied Group By filters can be removed by clicking on the trash can icon.



Fields are the information displayed in the table. The unnecessary fields can be removed by clicking on the trash can icon and required fields can be added by clicking on Add Field button. Computed fields can be added by clicking on Add Compute Field button.

Fields ×

Field Name	Displaying Name	Delete
Incident #	Incident #	
Case #	Case #	
Date Entered	Date Entered	
Time Entered	Time Entered	
Initial Incident Code	Initial Incident Code	
Final Incident Code	Final Incident Code	
Business	Business	
Disposition	Disposition	
Priority	Priority	
Street Name	Street Name	
Street #	Street #	
Unit Name	Unit Name	



When a user has finished adding all the fields or groupings, they may select "Run Report" to run the report or "Save As" to save the report. All agency employees can view the report if the officer selects the "Save As Agency Report" checkbox. If not, only the Officer who created it can view it.

Save Report As ×

Report name

Report description

Save As Agency Report

Report Types

There are three types of Reports in ARMS. Table, Detailed, and Pivot.



Table Type - By default reports can be viewed in a Table format, can be exported in a CSV file, and manipulated further if required.

Run Report Save As

Table Detailed Pivot

1 - 100 (2419 records) Group By Fields Export to CSV Export to PDF

Incident #	Case #	Date Entered	Time Entered	Initial Incide	Final Incider	Business	Disposition	Priority	Street Name	Street #	Unit Name
City : (Empty)											
13-10-22-...	(Empty)	10/22/2013	03:56	LOGOFF	LOGOFF	(Empty)	(Empty)	(Empty)	(Empty)	(Empty)	JAYSON ...
13-10-22-...	(Empty)	10/22/2013	03:56	LOGON	LOGON	ACADEMI...	(Empty)	(Empty)	CIRCLE	(Empty)	JAYSON ...
14-03-12-...	(Empty)	11/15/2013	11:27	BURDWA	BURDWA	(Empty)	Report To...	1	WEST RO...	202	DELTA 1
14-03-12-...	(Empty)	11/01/2013	07:00	05	05	BAXTER ...	Report To...	2	DORMIT...	37	DELTA 1
14-03-13-...	14-0012	11/01/2013	04:00	05	05	ACCELER...	Report To...	1	ALL AME...	631	JAYSON ...
14-03-13-...	(Empty)	11/01/2013	02:00	(Empty)	(Empty)	ALL AME...	Report To...	(Empty)	(Empty)	(Empty)	DELTA 1,...
14-05-02-...	(Empty)	05/02/2014	09:56	VEHST	VEHST	(Empty)	(Empty)	(Empty)	UNIVERSI...	1700	DOWNNS J...
14-05-02-...	(Empty)	05/02/2014	10:01	VEHST	VEHST	(Empty)	(Empty)	5	MAIN ST	500	DOWNNS J...
14-05-02-...	(Empty)	05/02/2014	10:15	VEHST	VEHST	(Empty)	Report To...	5	(Empty)	(Empty)	DOWNNS J...



Detailed - This format is similar to Report or Log. It can be exported as a PDF.

Run Report Save As

Table Detailed Pivot

<< < > >> 1 - 100 (2419 records)

Group By Fields Sort Export to PDF

City: (Empty)

Incident #:	13-10-22-000122
Case #:	(Empty)
Date Entered:	10/22/2013
Time Entered:	03:37
Initial Incident Code:	LOGON
Final Incident Code:	LOGON
Business:	(Empty)
Disposition:	Cancelled Event
Priority:	(Empty)
Street Name:	(Empty)
Street #:	(Empty)
Unit Name:	BRYANT MICHAEL STUART, DOWNS JOSHUA, HOWARD, KAREN, CASSANDRA, JAYSON WIRTH

Incident #:	13-10-22-000124
Case #:	(Empty)
Date Entered:	10/22/2013
Time Entered:	03:56
Initial Incident Code:	LOGOFF
Final Incident Code:	LOGOFF
Business:	(Empty)
Disposition:	(Empty)
Priority:	(Empty)
Street Name:	(Empty)
Street #:	(Empty)
Unit Name:	JAYSON WIRTH

Pivot Type Report- it is used to create graphs and various tables. Both an X and Y axis are present. As a result, fields can be Added or Dragged to the X-axis and Y-axis as needed.

Run Report Save As

Table Detailed Pivot

Fields Export to Excel

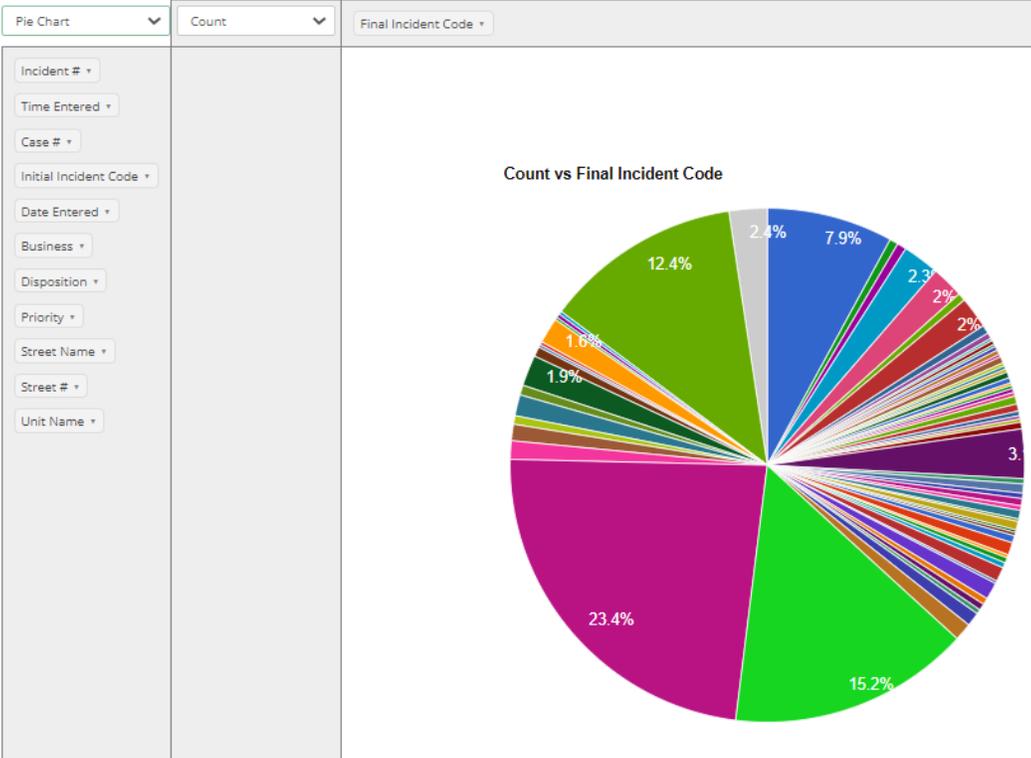
Table	Count	Final Incident Code	Totals
Incident #	Final Incident Code	(Empty)	192
Time Entered		002	1
Case #		0021	2
Initial Incident Code		02	13
Date Entered		03	14
Business		04	56
Disposition		05	49
Priority		06	12
Street Name		07	48
Street #		08	13
Unit Name		10	9
		11	4
		12	2
		13	3
		14	2
		15	6
		17	2
		18	4
		19	1
		20	6
		22	7
		23	1
		24	4
		25	2
		27	10

There are multiple options to view this type of report. They are Table, Table Bar chart, Heat Map, Row Heatmap, Col Heatmap, Line Chart, Bar Chart, Stacked Bar Chart, Area Chart, and Pie Chart.

Table

- Table
- Table Barchart
- Heatmap
- Row Heatmap
- Col Heatmap
- Line Chart
- Bar Chart
- Stacked Bar Chart
- Area Chart
- Pie Chart

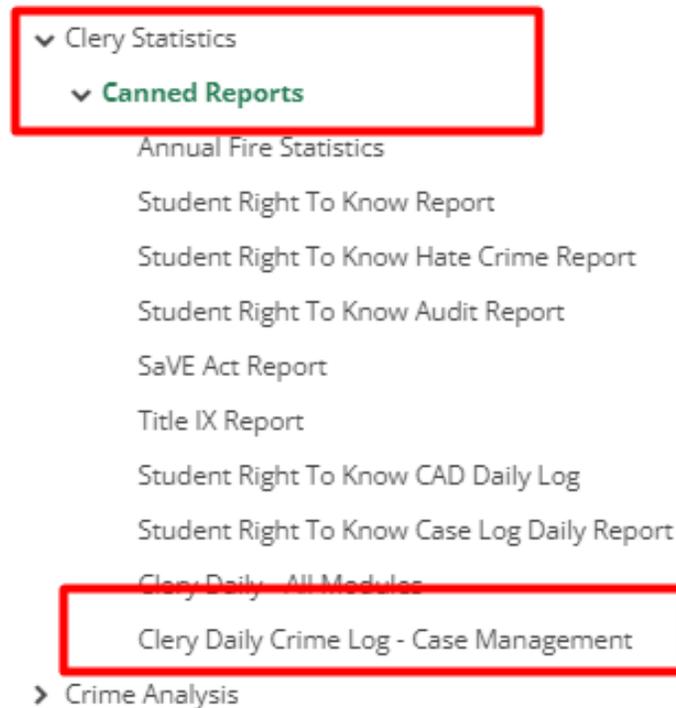
Below is an example of a pie chart.



Reporting

Clery Daily Crime Logs

In Report Center, Clery Statistics contains all reports specific to Clery. Go to Clery Statistics > Canned Reports > Clery Daily Crime Log - Case Management. This will pull out the case entered as per the date. It can be searched by Date From, Date To, Last Modified Date from, Last Modified Date To, and Site.





Hit Apply and a report will generate. The report will pull cases from the selected dates. It will display the following information Date Reported, Report #, General Location, Date Occurred From, Incident/Offenses, Date Occurred To, Disposition (if any), and Modified Date.

Clery Daily Crime Log - Case Management

This Report will print cases with Include in 'Right To Know' crimes.

Date From: 07/01/2022 10:00 Date To: 11/15/2022 10:01

Last Modified Date From: Last Modified Date To:

Site: N/A

Print Site

Apply Reset

Page 1 from 2

Print Export to PDF Export to Excel Export to RTF



UNIVERSITY OF END2END
UPD
Daily Crime Log and Fire Report
From 07/01/2022 10:00 To 11/15/2022 10:01

Date Reported: 07/18/22 - MON at 15:05 Report #: 22-0034
General Location: 1 TERRACE ONE - On Campus
Date Occurred From: 07/18/22 - MON at 15:05
Date Occurred To: 07/18/22 - MON at 15:05
Incident/Offenses: BURGLARY - Comercial Build Unlawful Entry-Non Force
Disposition:
Modified Date: 07/18/22 - MON at 15:08

Date Reported: 08/29/22 - MON at 00:48 Report #: 2208-00037
General Location:
Date Occurred From:
Date Occurred To:
Incident/Offenses: ACCIDENT - Accident Personal Injury
Disposition:
Modified Date: 09/29/22 - THU at 19:55

Date Reported: 09/01/22 - THU at 07:58 Report #: 2209-00039
General Location:
Date Occurred From:
Date Occurred To:
Incident/Offenses: ASSAULT - 123456789012
Disposition:
Modified Date: 09/21/22 - WED at 20:35

This report can be Printed, Exported to PDF, Exported to Excel, and Exported to RTF.

Student Right To Know (SRTK) / Annual Security Report (ASR)

In Report Center, Clery Statistics contains all reports specific to Clery. There are three reports for SRTK. They are Student Right To Know Report, Student Right To Know Hate Crime Report, and Student Right To Know Audit Report. Go to Student Right To Know Report under Canned Reports in Clery Statistics.

▼ Clery Statistics

▼ Canned Reports

Annual Fire Statistics

Student Right To Know Report

Student Right To Know Hate Crime Report

Student Right To Know Audit Report

SaVE Act Report

Title IX Report

Student Right To Know CAD Daily Log

Student Right To Know Case Log Daily Report

Clery Daily - All Modules

Clery Daily Crime Log - Case Management

Student Right To Know Report – This will pull all offenses that occurred as per the Year selected or by the site selected. Hit Apply and a 3-page report will generate.

- First Page - Displays offenses that occurred
- Second Page - Displays the Number of Arrests, Referrals for Drug Violations, Liquor Law Violations, and Weapon Violations.
- Third Page - Displays the Number of Incidents for selected Clery categories



UNIVERSITY OF END2END
 UPD
 Student Right To Know Report
 UM OXFORD MS

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total	Unfounded*
Murder & Non-negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Forcible Sex Offense Total	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Rape (Sexual Assaults)	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Any Non-Forcible Sex Offense Total	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Aggravated Assault	2022	1	0	0	0	1	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Other Crime - Bodily Injury	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Totals		1	0	0	0	1	0

* Unfounded counts are not included in other count or total fields in this report other than the total field for the Unfounded column.

Figure 1 First Page



UNIVERSITY OF END2END
UPD
Student Right To Know Report

Number of Arrests/Referrals for Selected Offenses

	Year	Arrests				Judicial Referral				Total
		On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property	On Campus	Resid. Facilities	Non-Camp. Buildings	Public Property	
Drug Violations	2022	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0
Liquor Law Violations	2022	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0
Weapons Violations	2022	1	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0	0	0
Totals		1	0	0	0	0	0	0	0	0

Figure 2 Second Page

UNIVERSITY OF END2END
UPD
Student Right To Know Report

Number of Incidents for Selected Clery Categories

	Year	On Campus	Residential Facilities	Non-Campus Building & Property	Public Property	Total
Domestic Violence	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Totals		0	0	0	0	0

Figure 3 Third Page

Other Reports

There are multiple reports such as Annual Fire Statistics, SaVe Act Report, and Title IX Report.

They have been set up using similar filters. Annual fire reports generate Arson Reports.

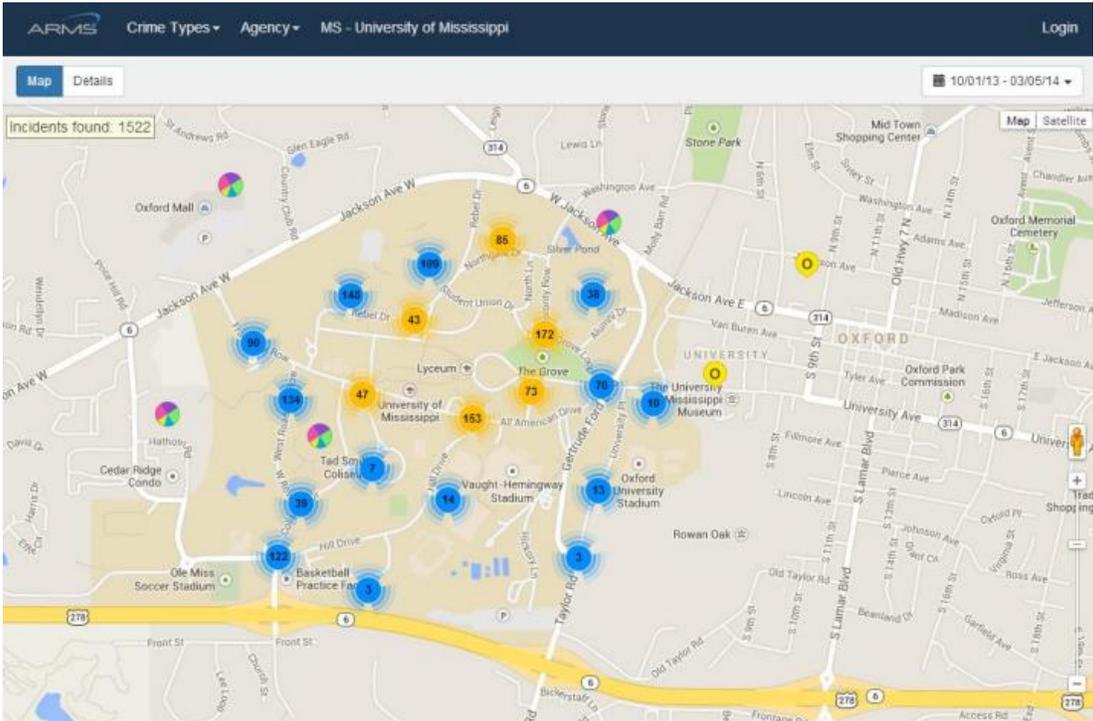
SaVe Act Report and Title IX Report pull data from the radio button and checkboxes selected at the time of Clery Review.

Mapping Portal

Overview

ARMS includes a Mapping Portal feature. This portal is used for reporting and logging daily Clery reports.

Incidents are displayed on the map. To see a more detailed view of incidents zoom in on an area of the map.



Visit [Clery Mapping Portal Document](#) for additional information