



# DISPATCHER WORKBOOK

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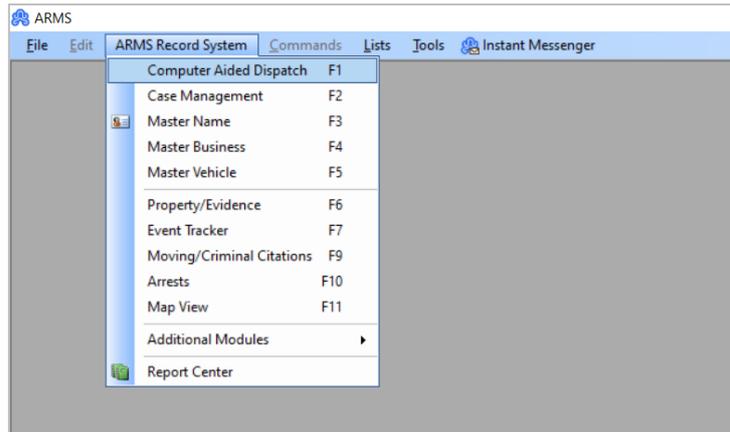
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# CAD Overview

## CAD Screen Overview

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

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



This CAD module is mainly divided into three sections.

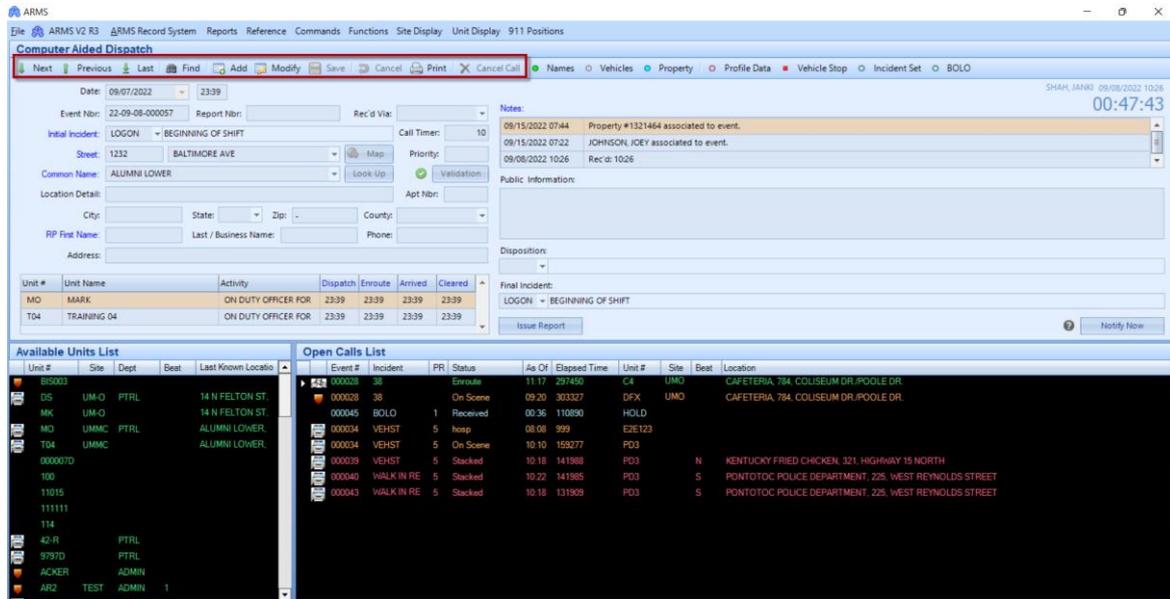
1. Computer-Aided Dispatch: Information for calls will be entered here.
2. Available Unit List: Available units will display here. It will show Units, Sites, Department, Beat, and Last Known Location. Units marked **red** indicate they are unavailable. Units marked **green** indicate they are available.

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

The screenshot displays the ARMS Computer Aided Dispatch (CAD) interface. At the top, the 'Computer Aided Dispatch' window shows call details for Event # 22-08-30-000054, with a status of 'Enroute' (highlighted in green). Below this, the 'Available Units List' shows units like BISO03, T03, T07, TR1, WO, 000007D, 100, 11015, 111111, 114, 42-R, 5757D, ACKER, and AR2. The 'Open Calls List' at the bottom right shows a list of calls with columns for Event #, Incident, PR, Status, As Of, Elapsed Time, Unit #, Site, Beat, and Location. The first call (Event # 000028) is highlighted in green, indicating it is 'Enroute'. A red '1' is placed near the call details, a red '2' near the Available Units List, and a red '3' near the Open Calls List.

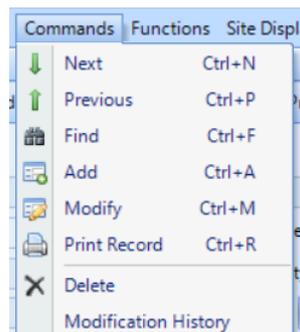
## Toolbar

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



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

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

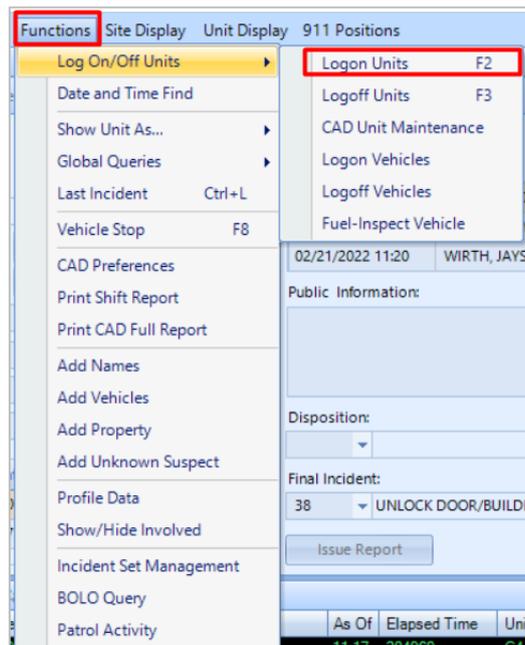


# CAD Unit Management

## Logging On/Off Unit

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

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



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

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

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

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

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

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

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

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

Keys – Keys if the dispatcher has.

Radio – Radio if there is any.

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

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

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

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

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

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

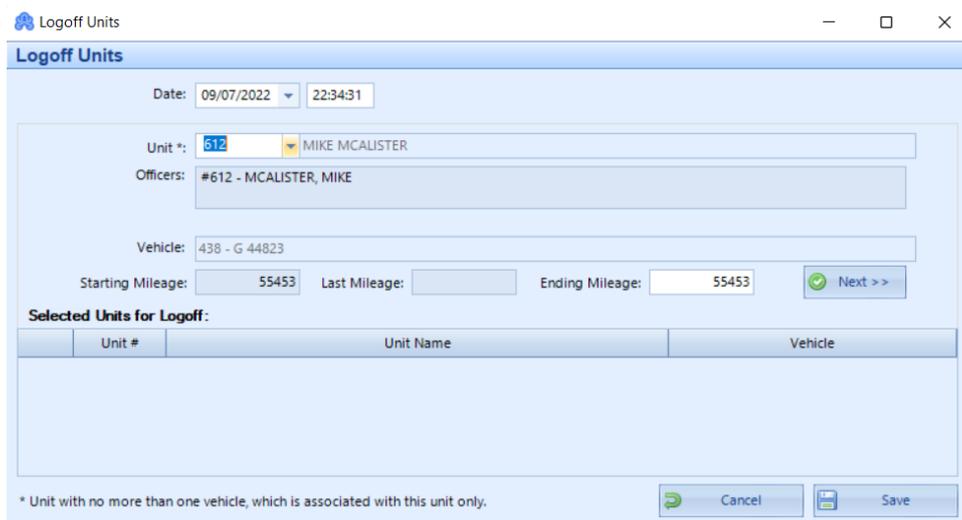
A Red X against unit details can be used to remove a unit if incorrectly added.

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

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

## Log Off Units

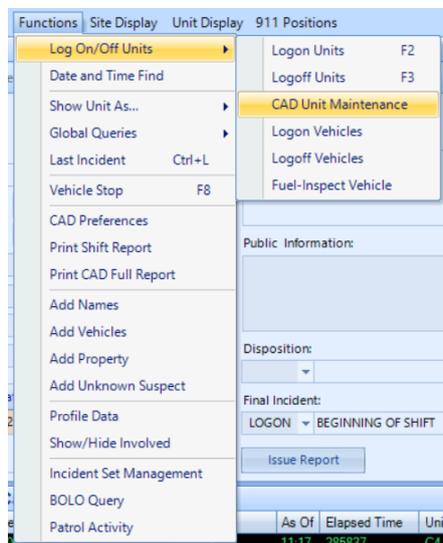
To Log Off Units navigate to Functions>Log On/Off Units >Log Off Units or the Dispatcher can hit F3 on the keyboard.



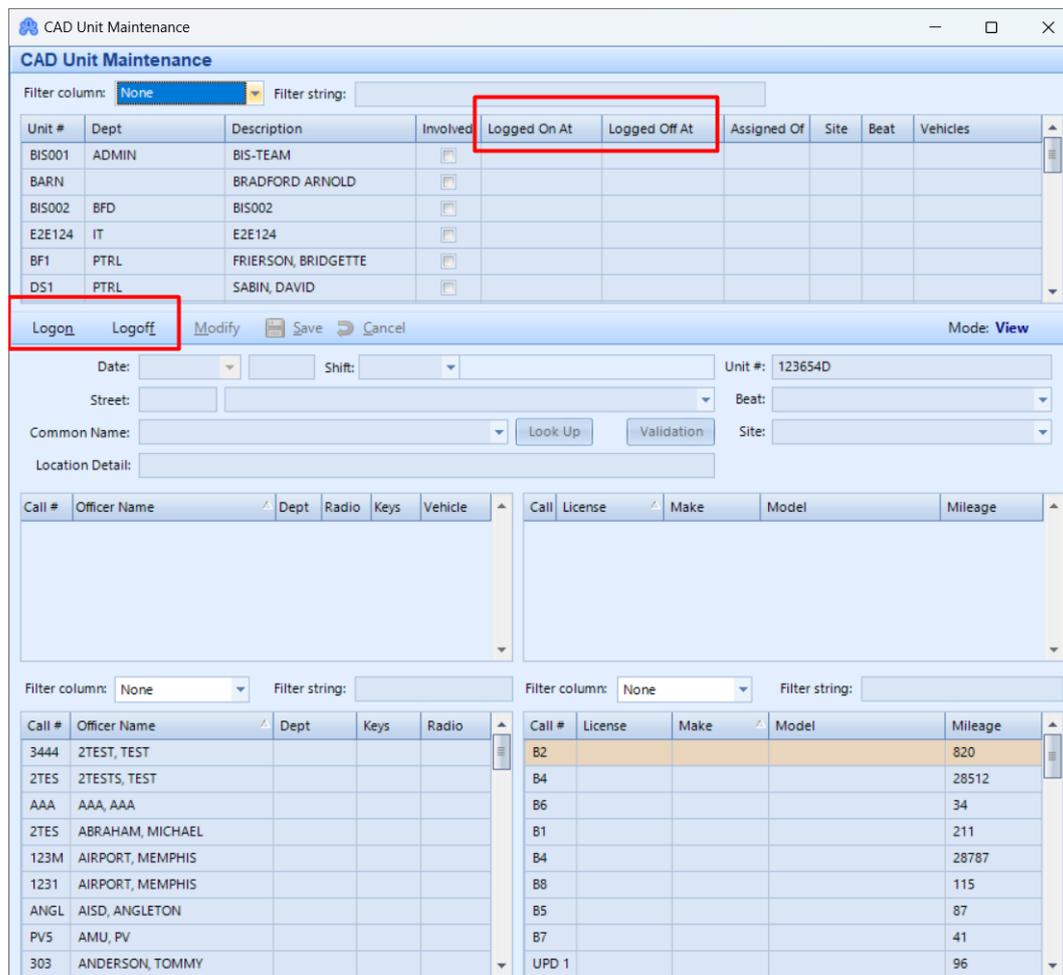
As the dispatcher selects a unit it will automatically fetch other details. The dispatcher needs to add Vehicle Ending Mileage if the vehicle is attached to the Unit. When Logging Off Units a Dispatcher can select one or multiple units at a time. If logging off multiple units select Next and add more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

## CAD Unit Maintenance

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



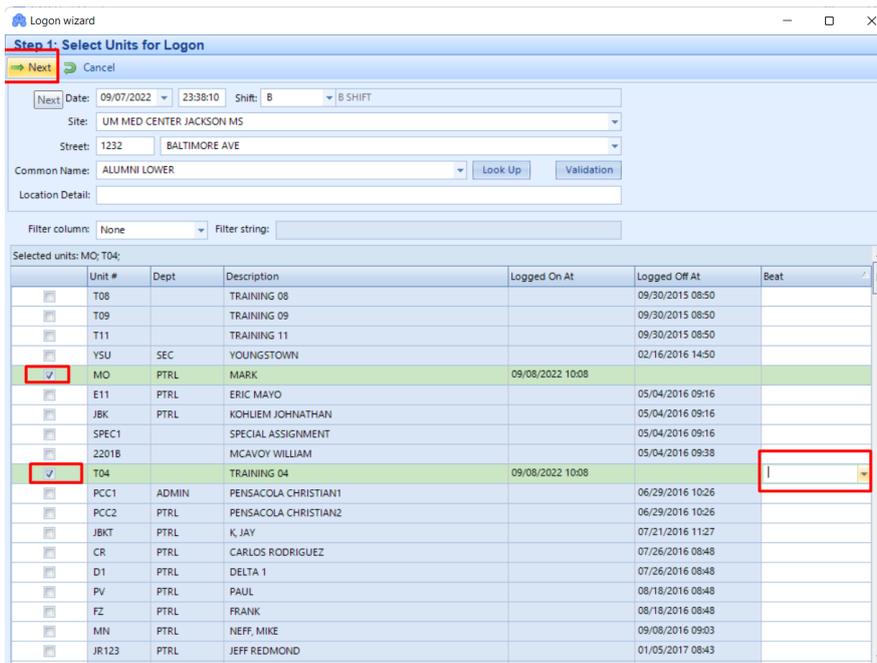
After selecting CAD Unit Maintenance, the user will be taken to a new screen that displays all logged-on units.



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

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

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

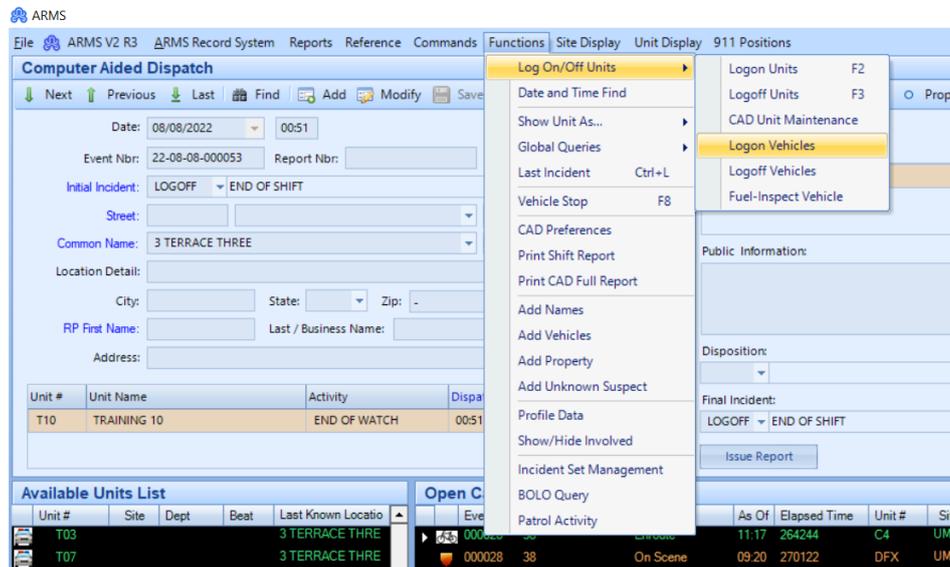


From this screen a Dispatcher/User can modify multiple fields. A Dispatcher can assign multiple people to a unit. A user can add vehicles and edit mileage. If multiple people are involved in the same call then it can be tracked by adding all of them to same call or if some person is shadowing another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

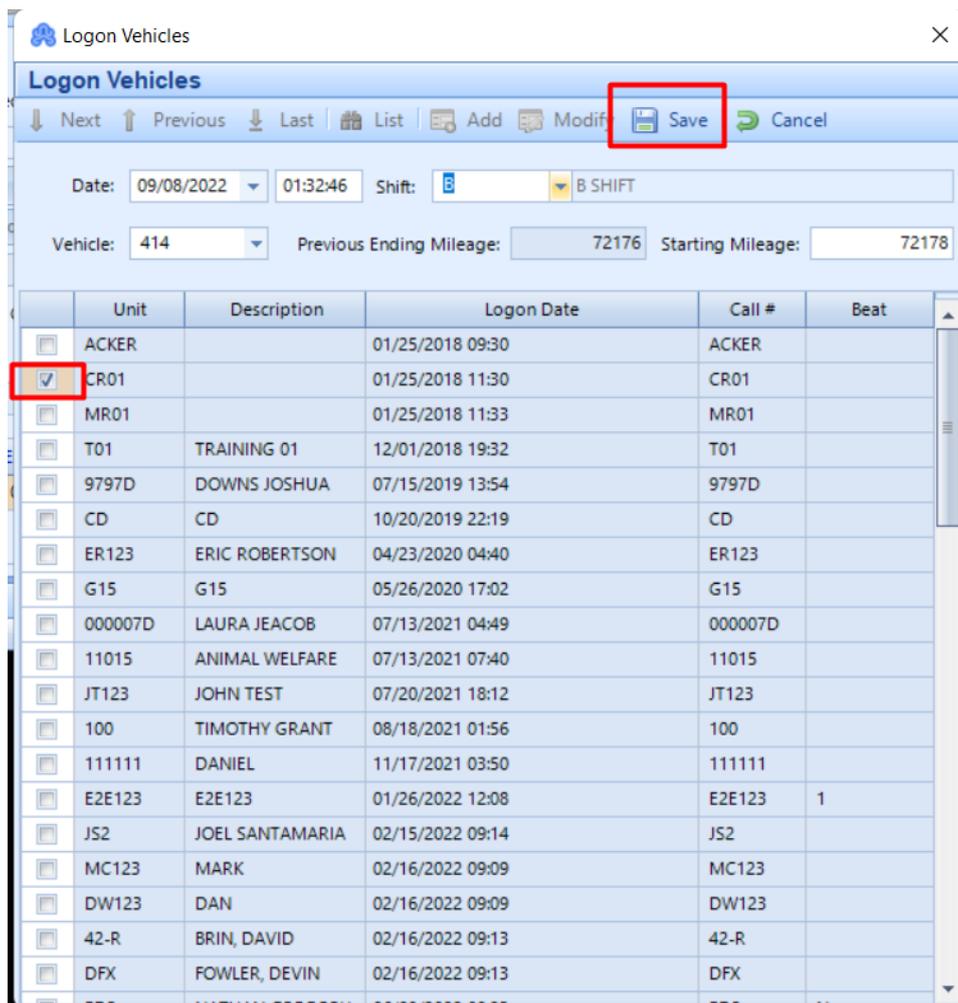


## Logging On/Off Vehicles

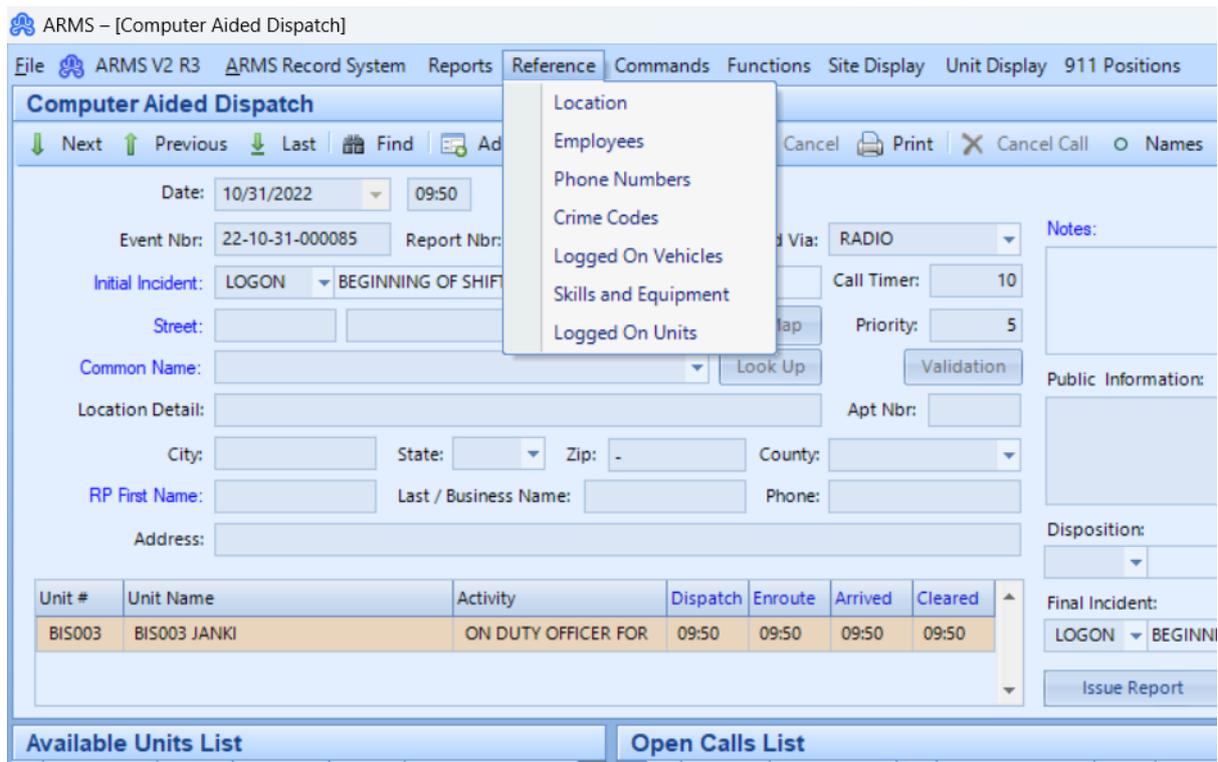
To assign an Officer a vehicle, go to Functions>Log On/Off Units. There are multiple methods for logging vehicles on or off.



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



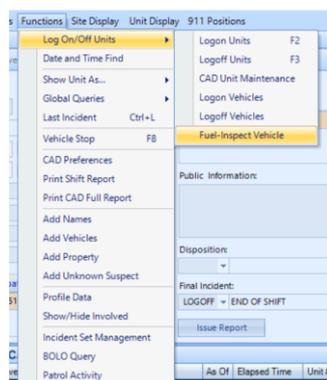
To view details of Logged On Vehicles select Reference > Logged On Vehicles.



| Date and Time    | Unit # | Unit Name         | Vehicle ID |
|------------------|--------|-------------------|------------|
| 05-24-2018 13:49 | C4     | JAYSON WIRTH      | 127        |
| 09-24-2018 10:37 | CD123  | CASSANDRA         | 410        |
| 10-17-2019 09:09 | LTO1   | B STANDERFER      | B2         |
| 11-05-2021 11:07 | 1234   | HAHAHA            | 493        |
| 11-05-2021 11:07 | AR2    | AR2 ANTHONY RIZZO | 493        |
| 05-02-2022 15:06 | 114    | KRISTEN ALBERTSON | 378        |
| 09-08-2022 01:39 | CR01   |                   | 414        |
| 09-08-2022 07:49 | MK     | MICHAEL KIRYK     | 395        |

## Fuel Inspect Vehicle

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



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

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

### Log Off Vehicles

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

|                          | Vehicle Call # | Logon Date       | Starting Mileage | Last Mileage | Ending Mileage |
|--------------------------|----------------|------------------|------------------|--------------|----------------|
| <input type="checkbox"/> | 127            | 05/24/2018 13:49 | 1301             |              |                |
| <input type="checkbox"/> | 366            | 07/28/2017 14:55 | 32000            | 32001        |                |
| <input type="checkbox"/> | 370            | 01/24/2017 09:03 | 152066           |              |                |
| <input type="checkbox"/> | 378            | 05/02/2022 15:06 | 98               |              |                |
| <input type="checkbox"/> | 410            | 09/24/2018 10:37 | 430              |              |                |
| <input type="checkbox"/> | 493            | 11/05/2021 11:07 | 12345            |              |                |
| <input type="checkbox"/> | B2             | 10/17/2019 09:09 | 815              |              |                |

# Creating and Working with a CAD Event

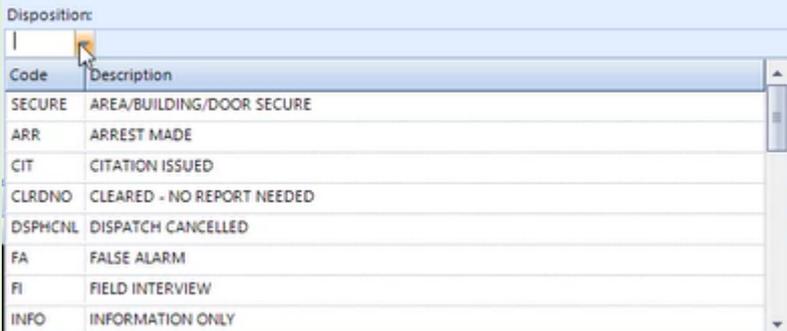
## Data Entry

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

| Field  | Description   |
|--|---|
| <b>Date &amp; Time</b>   | It will take the current date time from the system.   |
| <b>Event Number</b>  | It is the actual call/ event number, it will auto-fill after the dispatcher hits save.  |
| <b>Report Number</b>   | If this call changes to Case, if the dispatcher hits the Issue Report button, then it will create a Report Number for the call.   |
| <b>Rec'd Via</b>   | This shows how the call was received. Admin can change the list and can set a default value for the list.   |
| <b>Initial Incident</b>  | It will show the incident type as Dispatcher starts typing or they can enter the code directly if they know it.   |
| <b>Call Timer</b>  | It is a timer for an officer safety alert, it pops up when the officer safety alert is On. If the dispatcher sets the Call Timer to 5 min, then an alert will pop up every 5 min.   |
| <b>Priority</b>  | It displays calls in Open calls as per the priority set by the Dispatcher. It's from 1 to 5, 1 being the highest priority and 5 being the lowest  |
| <b>Common Name</b>   | We suggest selecting Common Name before entering the street, as picking up Common name will auto-fill other details of the address.   |
| <b>Map</b>   | It will automatically put address details in Map and can be modified.   |
| <b>Street, Location Detail, Apt Number, City, State, Zip, Country, Address</b> | Different fields for adding detailed information about the address.   |
| <b>RP First Name</b>   | It stands for Reporting Party First Name  |
| <b>Last/Business Name</b>  | It will require Reporting Party Last Name or Business Name.   |
| <b>Notes</b>   | <p>These will be Private Notes for the department and will not be open to the Public. To add Notes Right click in the notes area and click on add. This will show who last modified the notes and when.</p>  |
| <b>Public Information</b>  | This will show up on Media Log and is meant to be open to the public. It is generally a synopsis of the call.   |

**Disposition**

On clear of call, it will automatically pop up a dialog which needs to be selected by Dispatcher, it is information to show how the call was handled.



**Final Incident**

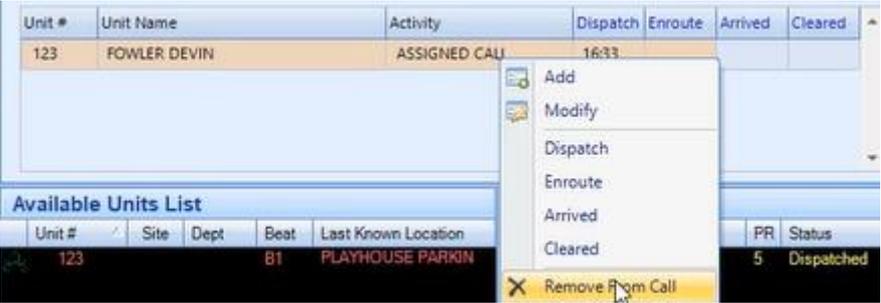
It will automatically match the initial incident added, but the dispatcher needs to reconfirm at the end of the call whether it is still the same incident as at the beginning of the call or not.

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

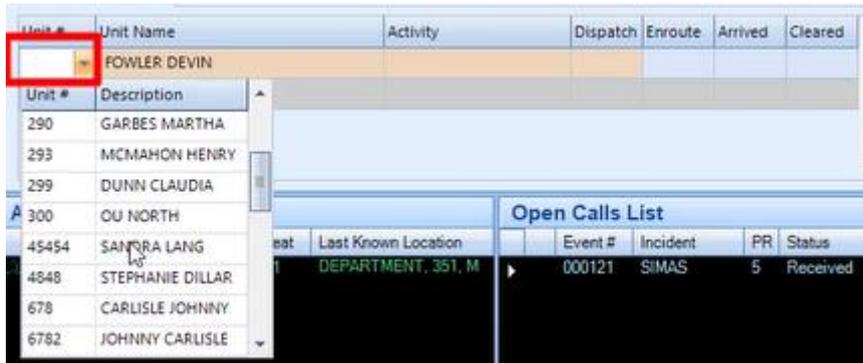
**Assigning a Unit and Issuing a Report**

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

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



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



Activity will show a list to select from.



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

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

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



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

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

| Unit # | Unit Name    | Activity      | Dispatch | Enroute | Arrived | Cleared |
|--------|--------------|---------------|----------|---------|---------|---------|
| 123    | FOWLER DEVIN | ASSIGNED CALL | 16:35    | 16:36   | 16:36   | 16:36   |
| 232    | SMITH JOHN   | ASSIGNED CALL | 16:36    | 16:36   | 16:36   | 16:36   |

# CAD Event Features

## Officer Activity Codes and Custom Officer Status

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

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

Code: ONDUTY  Inactive

Description: On Duty Officer for Shift LogOn  Stamp Times

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

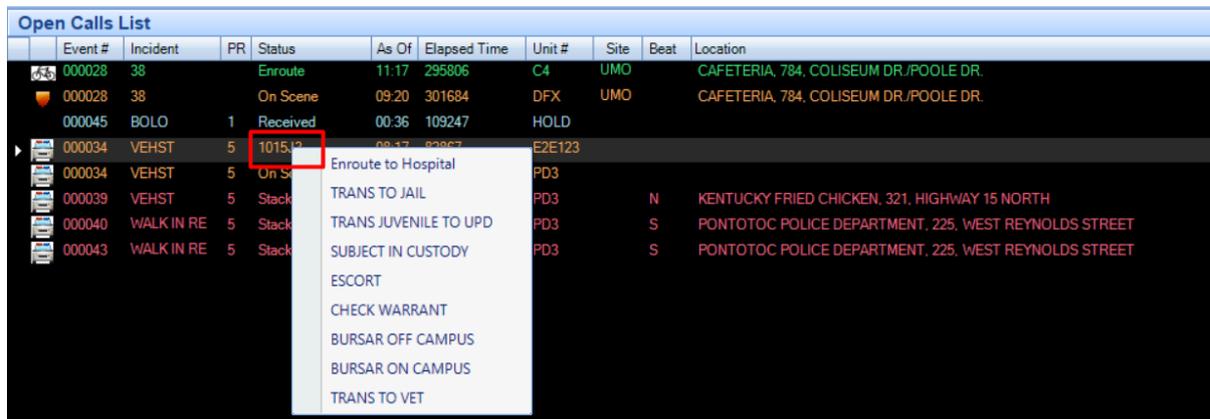
| Unit # | Unit Name    | Activity | Dispatch | Enroute | Arrived | Cleared |
|--------|--------------|----------|----------|---------|---------|---------|
| HOLD   | CALL HOLDING |          |          |         |         |         |

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

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

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

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



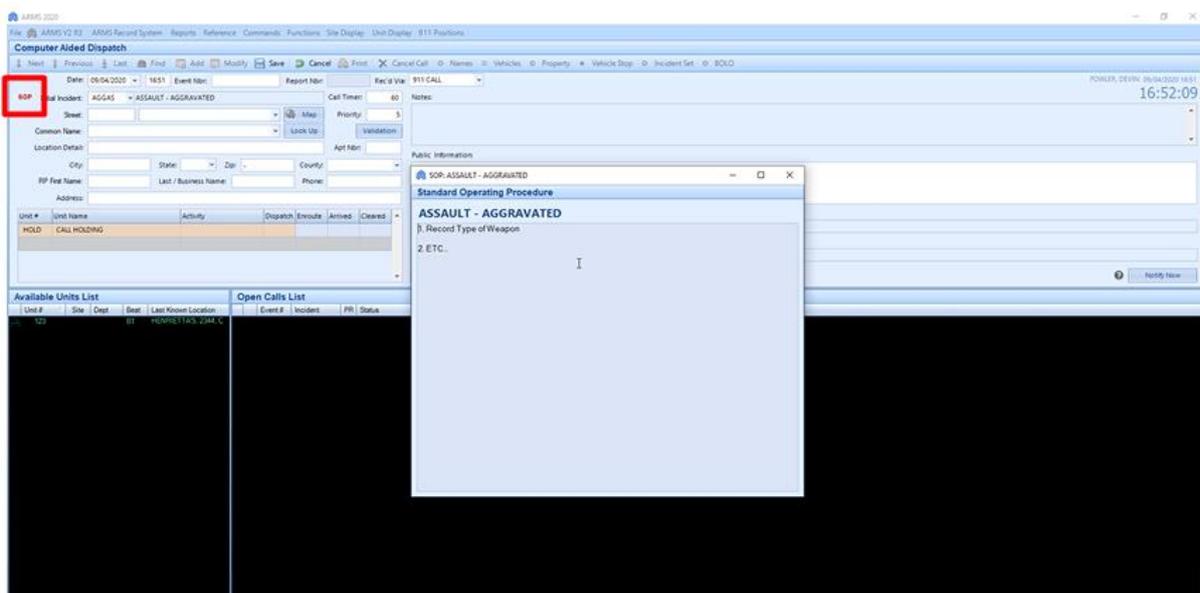
It will change to different status as per the selection. It can be customized as per department.



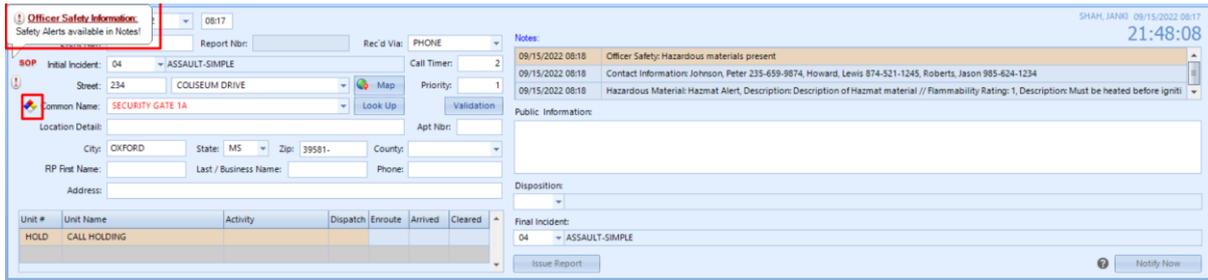
## SOPs and Location Warnings

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

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

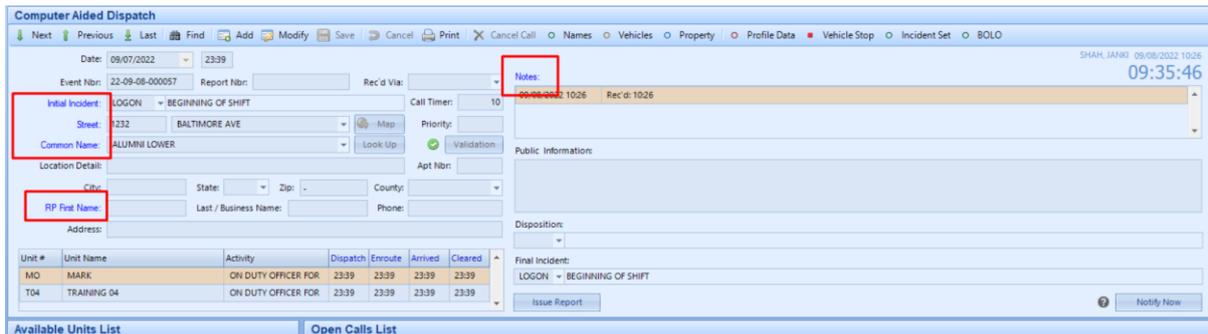


The dispatcher will see a location-specific warning when selecting Common Name if it has been added by Admin.

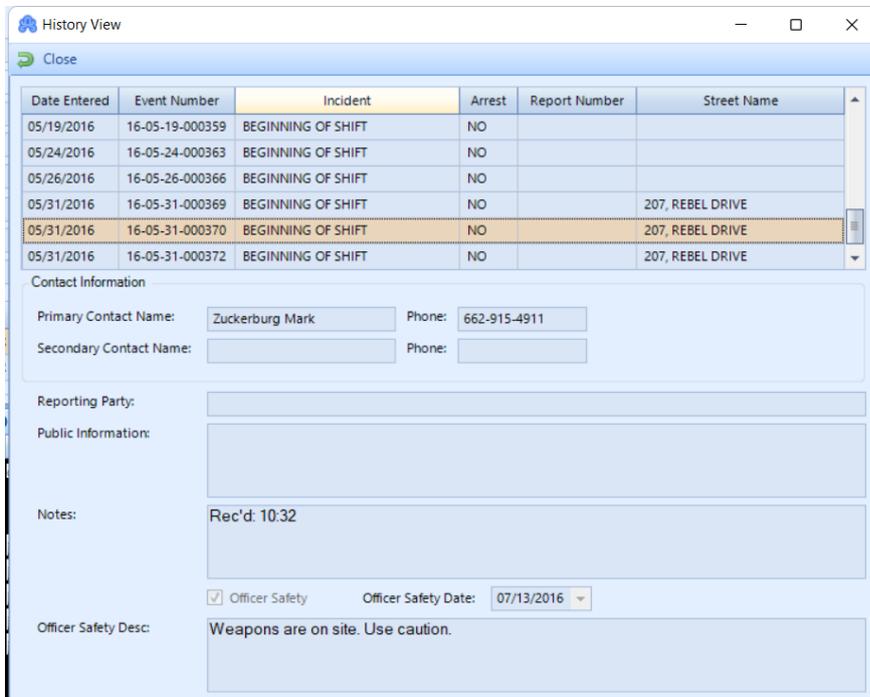


## Call History and GEO File Information

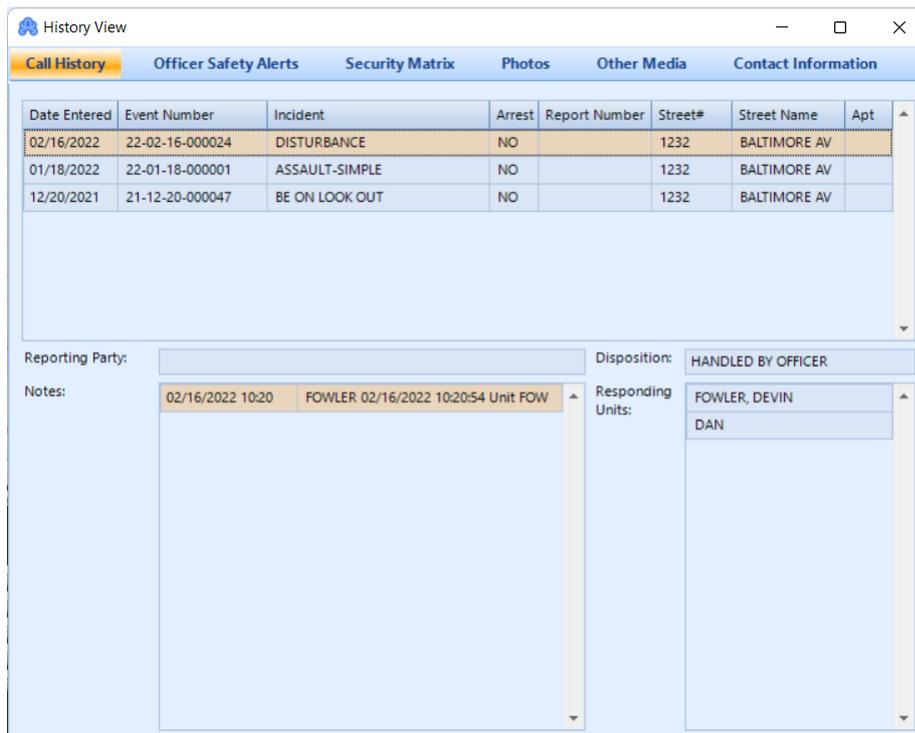
Call History and GEO file information can be gathered from ARMS CAD. Fields that are highlighted can be used to search in Call History.



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



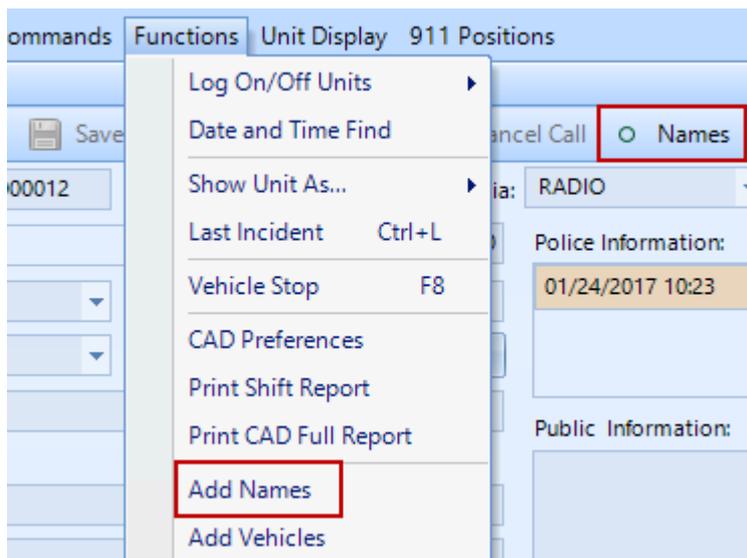
When selecting common name, it will display field such as Call History, Officer Safety Alerts, Security Matrix, Photos, Other media & Contact Information.



## Adding to a CAD Event

### Adding Names to a CAD Event:

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



The Add Names window can search for existing names as well as associate additional information such as Multiple addresses, Phone numbers, Photos, Vehicle Information, and

Aliases. Required fields are marked red. These fields must be filled out before saving a Name.

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

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

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

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

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

The screenshot shows the 'Add Names' application window. At the top, there is a 'Commands' bar with buttons for Search, Add, Modify, Save, and Cancel. Below this is a 'CAD Nbr' field containing '22-09-08-000057'. The main form is divided into several sections: 'Last Name' (JOHNSON), 'First Name' (JOEY), 'Mid Name', and 'Suffix'. There is a 'Printed Photo' field. The 'Involved Parties' section is highlighted with a red box and contains a table with the following data:

| Involvement | Name          | DOB |
|-------------|---------------|-----|
| COMPLAINANT | JOHNSON, JOEY |     |

Below the 'Involved Parties' table are fields for 'DOB', 'Age', 'Race' (White), 'Sex' (MALE), 'Ethnicity' (Non - Hispanic), 'SSN', 'Drivers License', 'DL St', 'Student Id', 'Classification', 'Involvement' (COMPLAINANT), 'Name Type' (Non Student), 'Email', 'Officer Safety', and 'Last NCIC Update'. At the bottom, there is a tabbed interface with tabs for Address, Phone, Physical Description (highlighted with a red box), Alias, ID/Misc, Interview, Vehicle, Arrest/Referral, Citation, Warrant, Trespass, Restraining Order, Notes, and Photos. A context menu is open over the 'Physical Description' tab, showing options for View, Add, Edit, and Delete. A footer note reads 'Right Click to Add, Edit and Delete Associated Records'.

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

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

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**  Unknown  Extremity  Body  Face  Pictures  Name/Initial  Other

**Suspect Scars**  Unknown  Extremity  Body  Face  Pictures  Name/Initial  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

**Other Description**

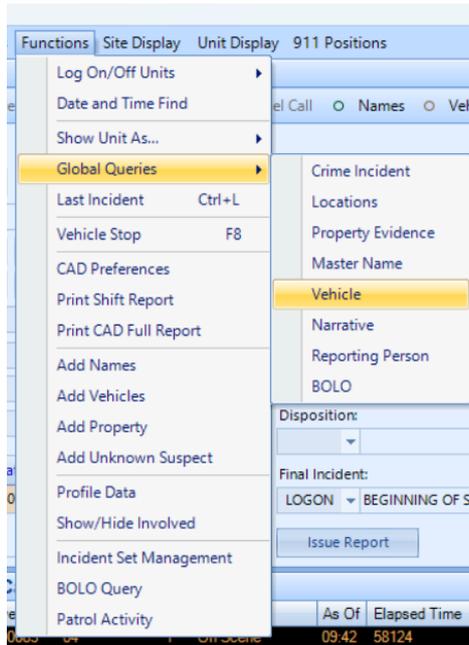
**Additional Description**

**Notes**

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

### Adding Vehicles to a CAD event:

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



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.

 A screenshot of the 'Vehicle' window in a software application. The window has a title bar 'Vehicle' and a close button. Below the title bar is a 'Commands' bar with icons for 'Look Up', 'Add', 'Modify', 'Save', 'Cancel', and 'Print'. The main area contains several sections:
 

- Vehicle Information:** Fields for Veh. License (123), State (AK), Plate Type (FOREIGN GOVERNME), Date Expires (09/15/2027), Year (2027), VIN, Make (BENTLEY), and Model.
- Style:** Fields for Type (Coupe), Color(Major), Color(Minor), and Special Features.
- Insurance:** Fields for Insurance Company, Policy Number, Insurance Agent, Insurance Phone, and Insurance Address.
- Tow Company:** Fields for Tow Company (Marquis Towing), Tow Address (123 anywhere), Tow Phone (555-555-5555), and Tow Location.
- NCIC:** Fields for Date Entered, Entered By, Date Cleared, Cleared By, Disposition, and Last NCIC Update.
- Notes and Photos:** Two large empty text areas for notes and photos.
- Summary Table:** A table at the bottom with columns: Veh. License, State, Date Expires, Year, Make, Model, Color(Major), and Color(Minor). The data row shows UNKNOWN for Make, Model, Color(Major), and Color(Minor).

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

To add a vehicle to a CAD event:

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

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

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

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

### Adding Property to a CAD event:

Property can be added to CAD events by going to the CAD Function menus and selecting the Property/Evidence menu item; the dispatcher can also select Property from the CAD dash menu. The Property/Evidence window allows users to make entries into the Property File that are associated with a CAD event number. The CAD Property/Evidence window will also show all property items that are associated with the current CAD event at the bottom of the window.

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

The screenshot shows the 'Property Record' window with a toolbar and a form. The form contains the following fields and values:

- Case Number: [Empty]
- CAD Number: 22-09-08-000057
- Name must be added to case prior to associating with property. [Empty]
- Person Involved: (none)
- Property Number: 1321464
- Date Found: [Empty]
- Date Entered: 09/15/2022
- Lab Number: 0124
- Property Type: ELECTRONIC EQUIPMENT
- Property Category: FOUND PROPERTY
- Serial Number: 5468794
- Owner Applied Number: [Empty]
- NCIC Article Category: Household appliances and hous
- NCIC Article Type: Camera Body
- Weapon type: [Empty]
- Category: [Empty]
- Caliber: [Empty]
- Make: [Empty]
- Model: [Empty]
- Model Number: [Empty]
- Color: BLACK
- Size: [Empty]
- Measurement: [Empty]
- Value: [Empty]
- Property Status: In Possession
- NIBRS Type Property Loss/Etc: [Empty]
- NIBRS Prop Description: OFFICE EQUIPMENT
- NIBRS Date Recovered: [Empty]
- NIBRS Suspected Drug Type: [Empty]
- Quantity: [Empty]
- Weight: [Empty]
- NIBRS Drug Measurement: [Empty]
- Location Found: [Empty]
- Intake Location: [Empty]
- Intake Date: [Empty]
- Intake Officer: SHAH, JANKI
- Review Date: [Empty]

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

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

To add a property item to a CAD event:

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

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

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

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

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

|                        |      |  |
|------------------------|------|--|
| <b>Weight</b>          | No.  | The weight of the item. This can be in any format specified in the measurement list value. |
| <b>Measurement</b>     | Yes. | The unit of measure is used to describe the size and weight of the item.                   |
| <b>Value</b>           | No.  | The value of the property.   |
| <b>Property Status</b> | Yes. | The status of the property such as lost, found, recovered, etc.                            |
| <b>Location Found</b>  | No.  | The location where the property was found, if applicable.                                  |
| <b>Description</b>     | No.  | A description of the property.   |
| <b>Notes</b>           | No.  | Any notes that need to be associated with the property.                                    |

### NIBRS Information

| Text field                               | List value | Description                          |
|--|------------|--------------------------------------|
| <b>NIBRS. Type. Property. Loss, ETC.</b> | Yes        | Additional info for NIBRS reporting. |
| <b>NBRS prop description.</b>            | Yes        | Additional info for NIBRS reporting. |
| <b>NBRS suspected drug type.</b>         | Yes        | Additional info for NIBRS reporting. |
| <b>NBRS drug measurement.</b>            | Yes        | Additional info for NIBRS reporting. |
| <b>NBRS data was recovered.</b>          | Yes        | Additional info for NIBRS reporting. |

### To add multiple property items:

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

Property Record

Commands Functions

Next Previous Find Add Modify Save Cancel Chain Of Custody Check In Check Out Print Label Print Print Detailed

Case Number 2210-00048 CAD Number  Name must be added to case prior to associating with property. Person Involved WIRTH, JAYSON-06/30/1988-ARRESTEE

Detail NCIC/Recovery Bicycle Info Photos Other Media

Property Number 3579 Date Found 10/04/2022 Date Entered 10/11/2022 Lab Number  Property Type DRUGS/NARCOTICS Property Category EVIDENCE

Serial Number  Owner Applied Number  NCIC Article Category  NCIC Article Type  Weapon type  Category  Caliber

Make  Model  Model Number  Color  Size  Measurement  Value  Property Status

NIBRS Type Property Loss/Etc SEIZED NIBRS Prop Description DRUGS/NARCOTICS NIBRS Date Recovered  NIBRS Suspected Drug Type  Quantity  Weight  NIBRS Drug Measurement

Location Found  Intake Location  Intake Date  Intake Officer SHAH, JANKI Review Date

Description Notes

Marijuana

Associated Property Records

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

### The NCIC/Recovery Tab

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

Property Record

Commands Functions

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

Case Number CAD Number Name must be added to case prior to associating with property. Person Involved

22-09-08-000057 JOHNSON, JOEY-COMPLAINANT

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

|               |                |               |                   |               |
|---------------|----------------|---------------|-------------------|---------------|
| NCIC Number   | Entry Date     | Entry By      | Clear Date        | Cleared By    |
| 5486852       | 09/15/2022     | SAWYER, GLENN | 09/20/2022        | MARTONE, CATY |
| Recovery Date | Recovery Value | Dispo. Date   | Disposition       |               |
| 09/21/2022    | 200.00         | 09/22/2022    | Released to Owner |               |

Associated Property Records

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

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

### Bicycle Info

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

Property Record

Commands Functions

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

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

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

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

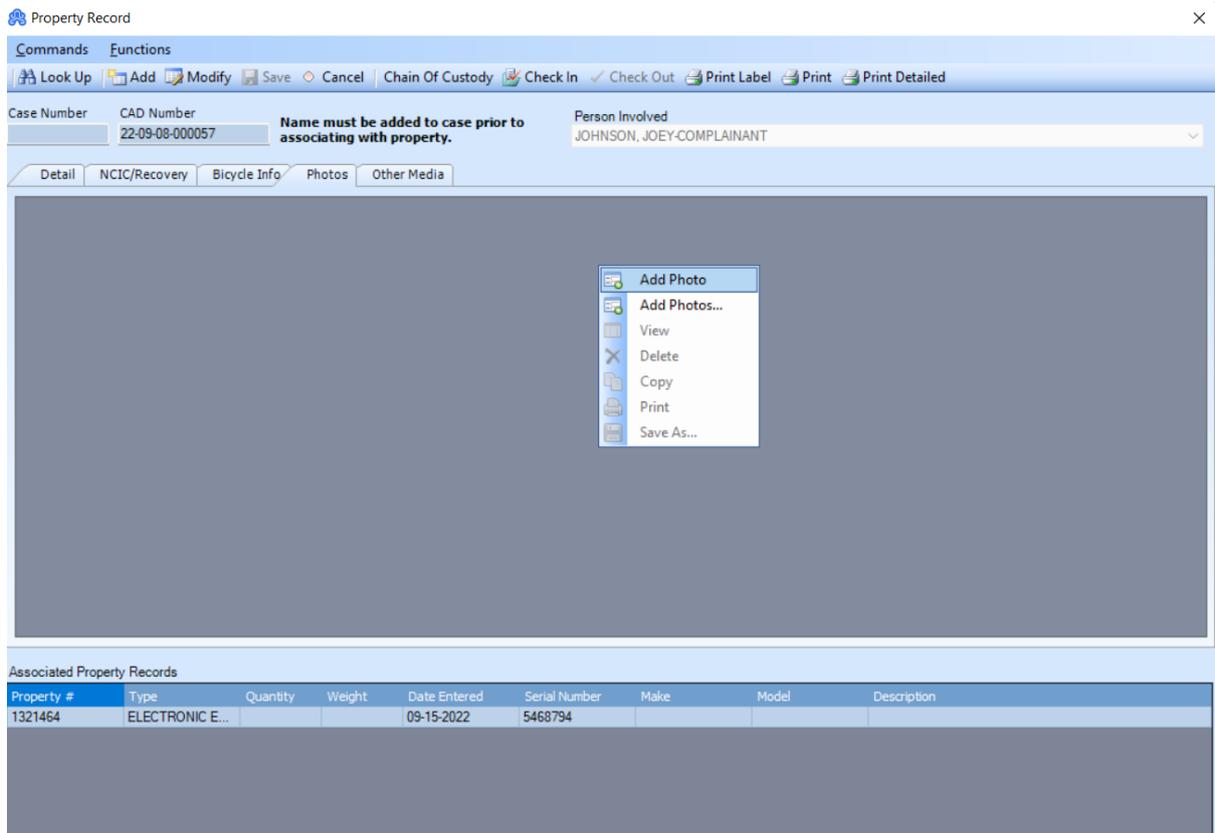
Fenders Tires  
 Front  S/W/S  
 Rear  B/W  
 None  N/A

Associated Property Records

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

## Photos

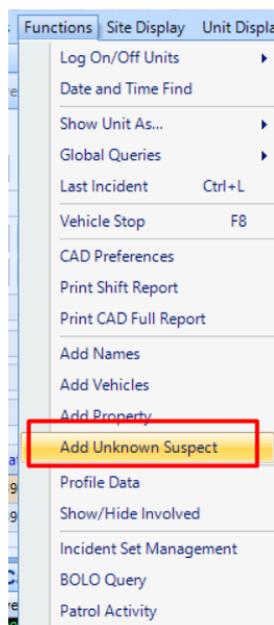
The photos tab works the same way it does in other modules of ARMS. Simply right-click in the grey area to Add, View, Delete, Copy, Print, or Save Photos.



### Adding Unknown Suspect to a CAD event:

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

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



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

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

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

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

Commands

Select Cancel

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

Complexion      Glasses      Hair Color      Eye Color      Head Hair

Facial Hair      Build      Tattoos      Teeth

Notes

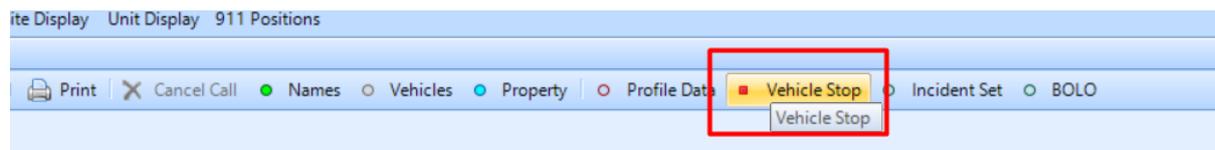
Double-clicking on any of the records in the data grid will open the main Unknown Suspects window and display all the information on that suspect

# CAD Event Advanced

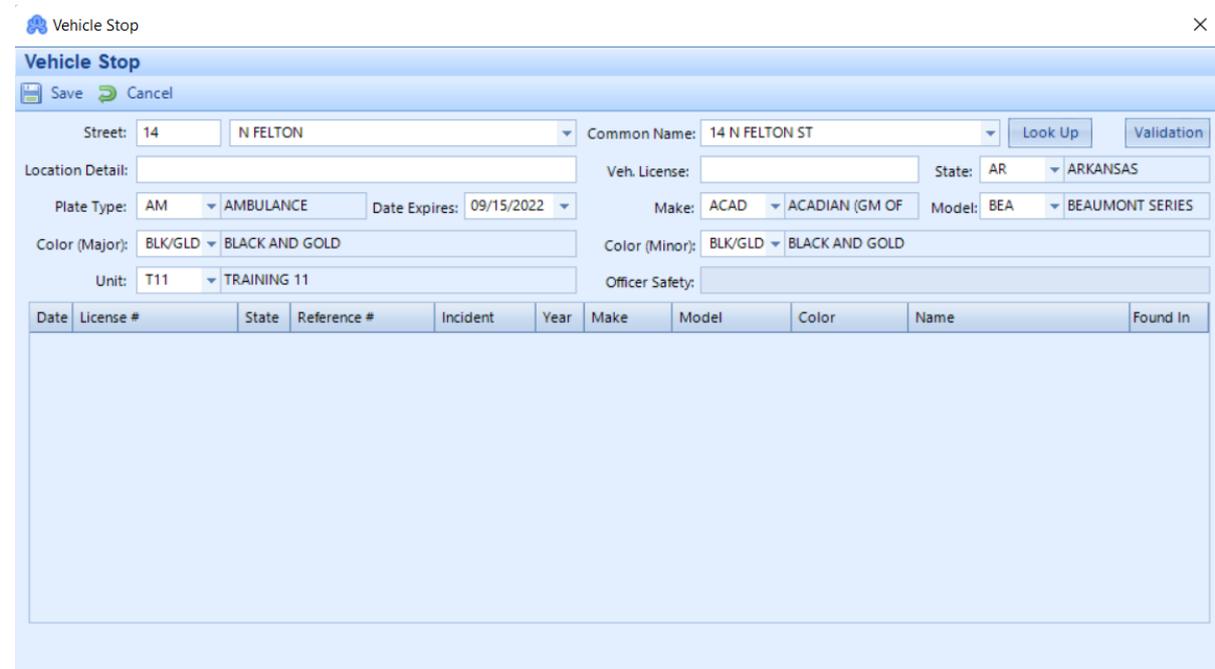
## Vehicle Stop

The Vehicle Stop module is to be used 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.



A dispatcher can enter a Street number and name, or just select a Common Name and it will fill out those two fields automatically. A dispatcher can enter any Location Details. The next dispatcher will need to enter a Vehicle License and hit the Tab button. This will show any vehicles associated with that vehicle license. A user can select the vehicle that matches. If the vehicle exists in the system, the information will auto-populate. If it doesn't exist, the user will have to fill in the fields manually. Afterward, select the unit that has stopped the vehicle. Then they can click the Save button.

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

## Stacked Calls

ARMS gives dispatchers the ability to stack calls. A Stacked call is assigning a call to a unit already responding to a call.

The screenshot shows the ARMS Computer Aided Dispatch interface. The top section displays call details for an event on 09/18/2022 at 09:14. The incident is an ACCIDENT at 60 CHAPEL LANE, PARIS YATES CHAPEL. The unit assigned is WB WILLIAM BECKER, with an activity of ASSIGNED CALL and a dispatch time of 09:17. Below this, there are two lists: 'Available Units List' and 'Open Calls List'. The 'Open Calls List' contains several entries, with the last entry highlighted in red: an ACCIDENT at 09:17 at 811, assigned to unit WB at the location PARIS YATES CHAPEL 60 CHAPEL LANE.

Whenever the dispatcher adds two calls to the same unit after one call is marked as cleared and Report Taken, a popup is displayed. It indicates that that unit is now available and can be assigned to the next stacked call.

The screenshot shows a popup window titled 'Unit is available' with a close button in the top right corner. Below the title, there are buttons for 'Assign Now' and 'Cancel'. The main text reads: 'Unit TIM LAYMAN - TL is available. Please select the call to dispatch the unit.' Below this is a table with the following data:

| Event Number    | Incident       | PR | Location |
|-----------------|----------------|----|----------|
| 22-09-19-000062 | ASSAULT-SIMPLE | 1  | 1234,    |

## Reassigned Calls

ARMS gives dispatchers the ability to reassign calls. A reassigned call is assigning a call to an officer already responding to a call. They can order the calls based on priority.

To do so, the dispatcher can assign a new call to an officer responding to a call who will be added to the reassigned call.

The screenshot displays the ARMS CAD interface. At the top, the title bar reads 'Computer Aided Dispatch'. The main window is divided into several sections:

- Call Information:** Includes fields for Date (09/18/2022), Time (11:08), Event Nbr (22-09-19-000065), Report Nbr, Rec'd Via (PHONE), Initial Incident (04 - ASSAULT-SIMPLE), Call Timer (2), Street (4000 BARING ST), Priority (1), Common Name (4000 BLOCK OF BARING ST), and Location Details (City, State, Zip, County).
- Activity Log:** A table showing the call's status. A red box highlights the following entry:

| Unit # | Unit Name  | Activity      | Dispatch | Enroute | Arrived | Cleared |
|--------|------------|---------------|----------|---------|---------|---------|
| TL     | TIM LAYMAN | ASSIGNED CALL | 11:09    | 11:09   | 11:09   |         |
- Available Units List:** A list of units with columns for Unit #, Site, Dept, Beat, and Last Known Location. Units include 100, 11015, 111111, 114, 42-R, 5797D, ACKER, AR2, BS5003, C4, CD, CD123, and CR01.
- Open Calls List:** A table showing active calls. A red box highlights the following entries:

| Event  | Incident | PR | Status     | As Of | Elapsed Time | Unit # | Site | Beat | Location  |
|--------|----------|----|------------|-------|--------------|--------|------|------|---|
| 000063 | 07       | 5  | Reassigned | 11:08 | -629         | TL     |      |      | 4000 BLOCK OF BALTIMORE AVENUE, 4000, BALTIMORE AVE |
| 000065 | 04       | 1  | On Scene   | 11:09 | 810          | TL     |      |      | 4000 BLOCK OF BARING ST, 4000, BARING ST            |

## Incident Sets

Incident Sets are groups of CAD Incidents that are related either through one event that took place over multiple CAD incidents or as a grouping of CAD Incidents.

An example of an event that may have multiple CAD Incidents is a bomb threat. This event can have the entire department responding across multiple locations and incidents (traffic control, evacuation, bomb search, etc.). By grouping, the incidents using the Incident sets functionality administrators can quickly go through all the related incidents without having to search through incidents before and after the event. As each incident can have one report associated with the event, multiple case reports for the event can be issued for the complete incident set. The administrators can then use the Incident Set Management window found under the CAD Functions menu to print the selected set and review the case numbers for the incident set.

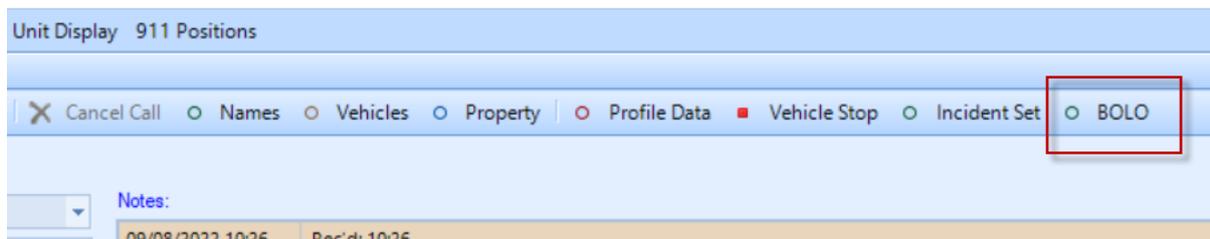
Alternatively, departments can use the incident sets to help track frequently occurring events such as building unlocks. By using the Incident Set Management window dispatchers can quickly navigate through all the linked events and see if a building has already been unlocked or if it still needs to be unlocked.

## BOLO's

BE ON THE LOOKOUT.

A BOLO is an alert bulletin typically for a dangerous person, missing person, stolen vehicle, or some other event. The BOLO feature in ARMS allows users to enter all information that has been passed to the department. The department can also attach Involved Parties, Vehicles, Pictures, and Other Media files such as surveillance video or pictures. Each BOLO is entered in ARMS as an incident and has an expiration date that will automatically clear the event. This date is defaulted to 30 days from the creation of the event but can be manually set to a different date. The Print Summary button will pull up a summary list of all BOLOs for the date range selected.

The BOLOs module is to be created by dispatchers to add information that they and the officers need to be on the lookout for and aware of. They can create a BOLO by clicking on the BOLO button in the toolbar and that will create a new CAD event.



The dispatcher can add an expiration date, which will determine when it no longer appears in the BOLO Review, the BOLO type, and the Priority of the BOLO. The BOLO Type default values include Dangerous Person, Missing Person, and Stolen Vehicle, but Dispatchers can add Other values through the Code List. The Priority will determine where the BOLO appears in the Open Call List.

Below the initial information, any text information can be added to the Subject Person Description, Subject Vehicle Description, and Contact Information fields. Then, they can also attach Involved Parties, Vehicles, Photos, and Other Media to the BOLO by saving and right-clicking below the tab they'd like to add to.

BOLO

BOLO

Find Add Modify Save Cancel Close Print Print Summary

Date Entered: 06/14/2021 13:31 Expiration Date: 07/14/2021 Entered By: FOWLER, DEVIN

BOLO Type: DANGEROUS PERSON Priority: 1

Subject Person Description:  
tall blond man

Subject Vehicle Description:

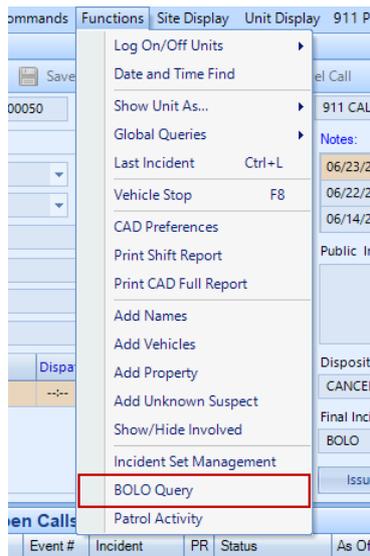
Contact Information:  
Reporting party saw this man with a knife

Involvement Vehicles Photos Other Media

| Involvement     | Name              | Arrest |
|-----------------|-------------------|--------|
| REPORTING PARTY | MARCUSSON, CHERYL | NO     |

Once added, the BOLO will create a CAD Event which can then be left in the Open Call List, cleared out by adding an officer to the call and clearing, or by choosing Cancel Call. The BOLO will still appear when searching for it until the expiration date is reached or a user modifies it to expire on the present day.

BOLOs can be searched by both Dispatchers and Officers in different modules. The dispatchers can go to Functions, then BOLO Query to search by Date, Priority, BOLO Type, and Non-Expired or All. The Date Filter field allows the dispatcher to search by a date range, but also just based on the last 24, 48, and 72 hours and 7 days. Each can then be selected to view the information below it and even printed.



 A screenshot of the 'BOLO Query' application window. The window has a title bar with a search icon, 'BOLO Query', and a close button. Below the title bar are buttons for 'Search', 'Clear', 'Cancel', and 'Print Summary'. The main area contains search filters:
 

- Priority: [text input]
- BOLO Type: [dropdown menu]
- Date Filter: [Date Range dropdown menu]
- Date Range: From: [06/01/2021] To: [06/23/2021]
- Expiration Filter:  Non Expired Only  All

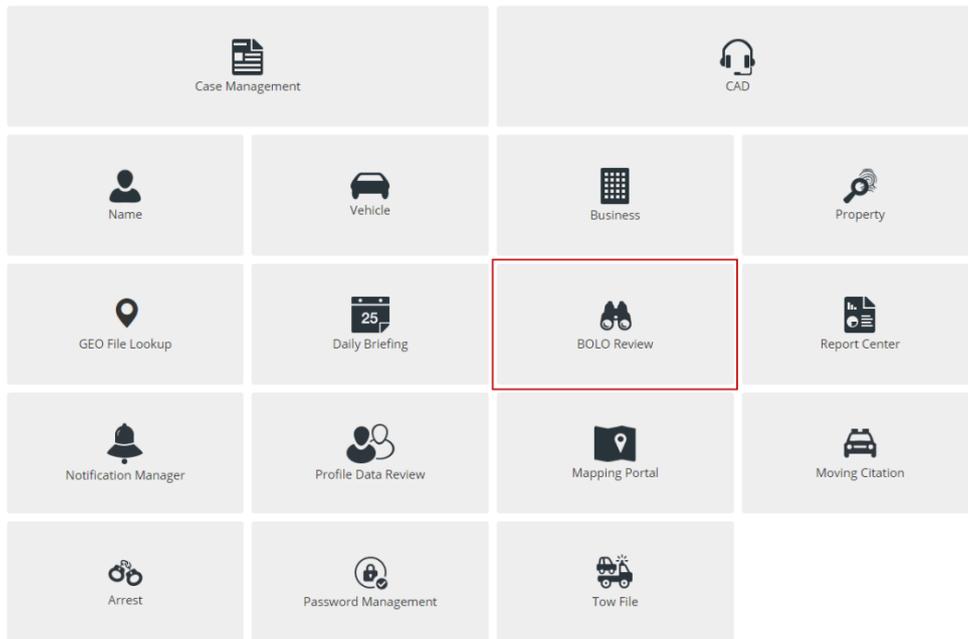
 Below the filters is a table with the following data:
 

| Incident #      | Date Entered     | Expiration Date | Priority | BOLOType         |
|-----------------|------------------|-----------------|----------|------------------|
| 21-06-14-000050 | 06/14/2021 13:31 | 07/14/2021      | 1        | Dangerous Person |

 Below the table are sections for 'BOLO Info' and descriptions:
 

- BOLO Info:** Date Entered: [06/14/2021 13:31], Entered By: [FOWLER, DEVIN], Incident #: [21-06-14-000050], Priority: [1]
- Subject Person Description:** [tall blond man]
- Subject Vehicle Description:** [empty text area]
- Contact Information:** [Reporting party saw this man with a knife]

Officers can search the BOLOs through their department's ARMS Mobile website by going to the home screen and selecting the BOLO Review button. They can then search by Date, Priority, BOLO Type, and Non-Expired or All. The Date Filter field allows the Officer to search by a date range, but also just based on the last 24, 48, and 72 hours and 7 days. Each can then be selected to view the information below it and even printed.



**BOLO Review**

Date Filter: Date Range | Date From: 06/01/2021 | Priority: | BOLO Type: ALL

[To CSV](#)

| Incident Event # | Date Entered     |
|------------------|------------------|
| 21-06-14-000050  | 06/14/2021 13:31 |

**BOLO #21-06-14-000050**

General Info | Persons **1** | Vehicles | Photos | Other Media

Date Entered: 06/14/2021 13:31 | Expiration Date: 07/14/2021 | Priority: 1

BOLO Type: DANGEROUS PERSON | Entered by: DEVIN FOWLER

Person Description:  
tall blond man

Vehicle Description:

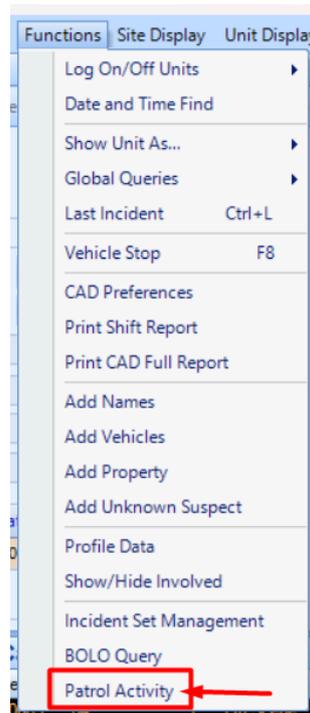
Contact Information:  
Reporting party saw this man with a knife

[Close](#)

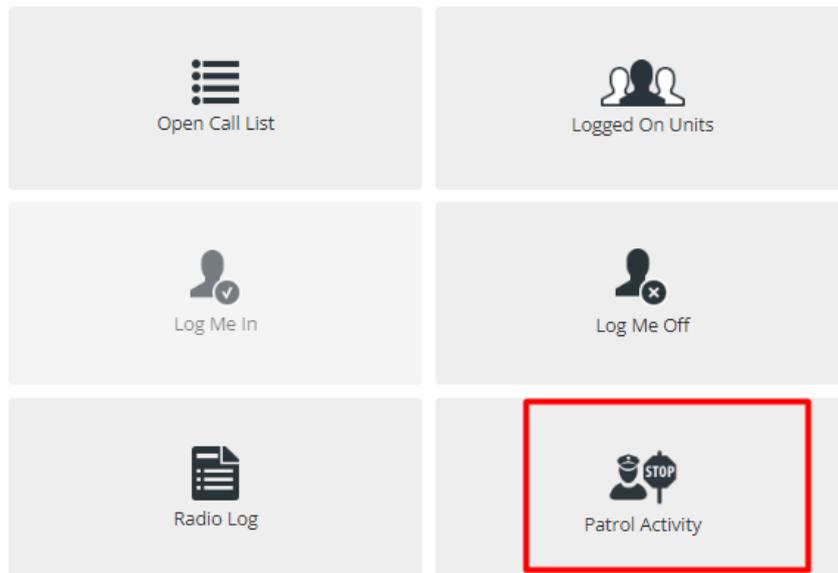
## Patrol Activity

Patrol Activity is used for tracking an Officer's movement. It's mainly used when officers are patrolling or at special events.

To do this from CAD, go to Functions > Patrol Activity.



Once the dispatcher has added Patrol Activity, it can be viewed from Mobile CAD by the Officer.



Officers can search and print Patrol Activity in Mobile CAD.

Home / CAD Print Search Result + Add

### Patrol Activity

Date From:   Date To:  Incident:

Officer:  Common Name:  Site:

1 - 10 of 19 items << < > >>

| Date From/To                        | Common Name / Street   | Officer       | Crime Code                                | Disposition                    |
|-------------------------------------|------------------------|---------------|---|--------------------------------|
| 10/06/2022 10:54 - 10/06/2022 10:54 | 30 MINUTE LOT          | JANKI SHAH    | Building Check                            | Clear <input type="checkbox"/> |
| 02/17/2022 07:24 - 02/17/2022 09:24 | ACADEMIC BUILDINGS     | DEVIN FOWLER  | Disturbance                               | Clear <input type="checkbox"/> |
| 02/16/2022 12:20 - 02/16/2022 14:20 | ANDERSON HALL          | DEVIN FOWLER  | Disturbance                               | Clear <input type="checkbox"/> |
| 02/16/2022 10:10 - 02/16/2022 10:10 | Cafeteria              | DEVIN FOWLER  | Disturbance                               | Clear <input type="checkbox"/> |
| 11/11/2020 14:06 - 11/11/2020 15:06 | KINARD HALL            | JOSHUA DOWNS  | Building Check                            | Clear <input type="checkbox"/> |
| 02/26/2020 15:19 - 02/26/2020 15:19 | SALOUM TENNIS FACILITY | LISA BLACKMON | Commercial Build Attempted Forcible Entry | Clear <input type="checkbox"/> |
| 02/10/2020 10:34 - 02/10/2020 10:34 | LYCEUM BUILDING        | HOLD HOLD     | Disturbance                               | Clear <input type="checkbox"/> |
| 01/14/2020 14:30 - 01/14/2020 14:30 | 24 Sorority Row        | HOLD HOLD     | Assault-Simple                            | Clear <input type="checkbox"/> |
| 03/26/2019 09:50 - 03/26/2019 09:50 | DELTA GAMMA SORORITY   | CASSIE CARRY  | Building Check                            | Clear <input type="checkbox"/> |
| 03/26/2019 09:50 - 03/26/2019 09:50 | Fed EX Center          | CASSIE CARRY  | Commercial Build Attempted Forcible Entry | Clear <input type="checkbox"/> |

To add a new click on the Add button and fill in Patrol Activity details such as Date\Time From, Date\Time To, Officer, Common Name, Location Detail, Street Number, Street Name, Incident, Disposition, Note#1, Note#2, and Comments.

### Create New Patrol Activity X

Date\Time From:   Date\Time To:  Officer:

Common Name:  Location Detail:

Street Number:  Street Name:

Incident:  Disposition:

Note #1:  Note #2:

Comments:

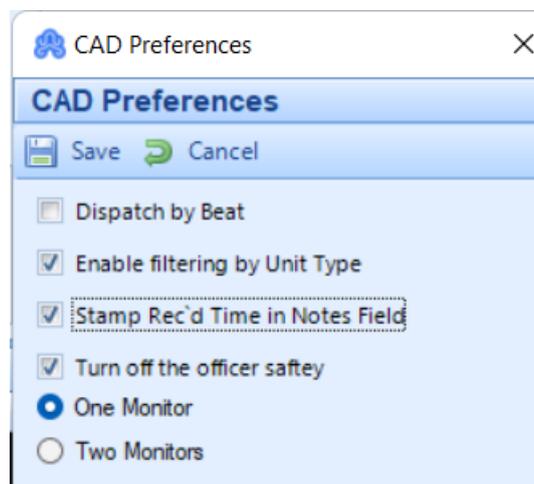
# CAD Additional Features

## 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 beat, enable filtering by Unit Type, stamp the received time in the Police Information field, and choose whether the CAD screen is 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 the dispatcher to use the Unit Display menu to only display specific unit types in the Available Units List.

**Stamp Rec'd Time in Notes Field** – This will automatically stamp the Rec'd time of the call into the Police Information.

**Turn off the officer safety** - This will turn on/off Officer Safety alerts.

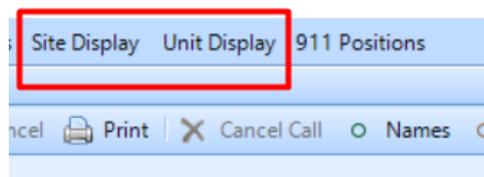
**One Monitor** – This option will display the CAD information, Available Units List, and Open Calls List all on one screen.

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

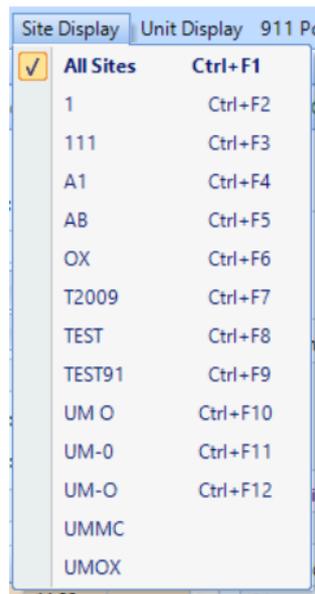
Once changes have been made to the CAD Preferences window, pressing Save will commit those changes.

## Site Display/ Unit Display

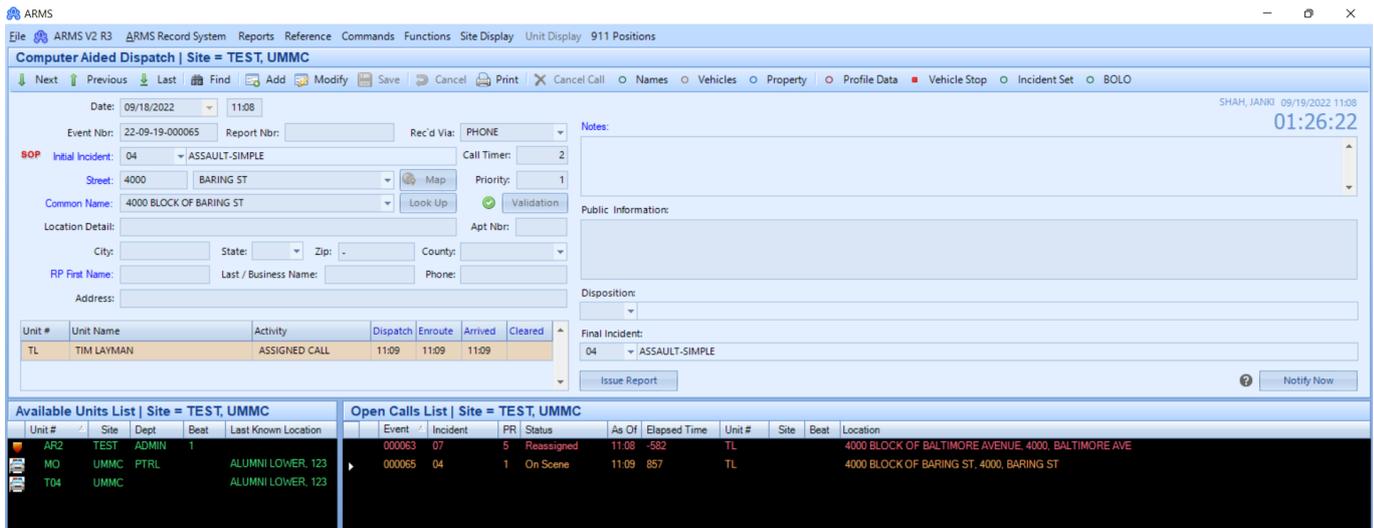
Customization of the display can be done using the Site Display/Unit Display Menu from the Menu Bar on the top.



Site display customizes display of Available Units List and Open call list.

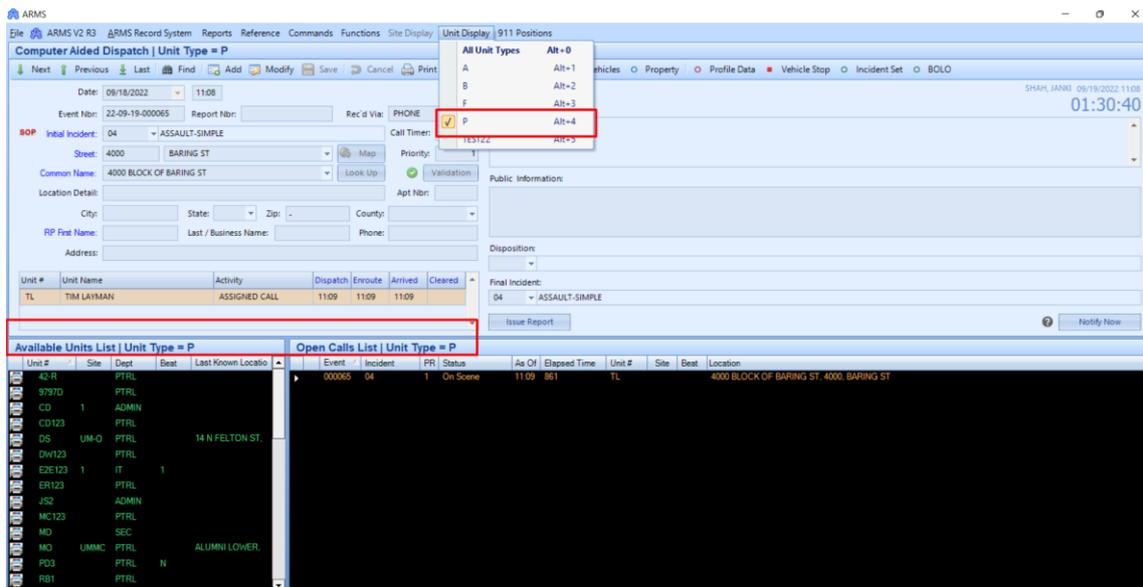


The Site Display shows a list of all the sites. Once the dispatcher selects a site from the list, it displays data about that site. By default, it shows information about all the sites.



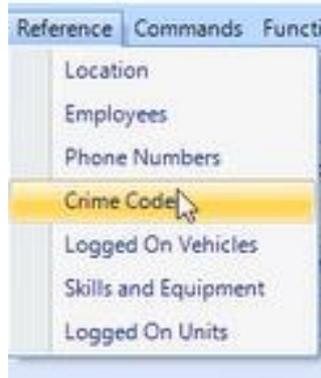
Similarly, if the department has set up according to units, then the Unit display menu will list all Units, and data can be displayed accordingly.

Multiple units can be selected for display.



## Reference

It is a helpful tab to look at all references including Location, Employee, Phone Numbers, Crime Codes, Logged Vehicles, Skills, and Equipment, and Logged Units.



**Location** – It will show the history and information about the common name. This screen can also be accessed by clicking on “Common Name” in the main CAD area.

Geo / Location Files

**Common Names**

Close

Common Name:  Street:   Beat:  Site:

Contact Name:  Contact Phone:  Type:

| Common Name                       | Site Code | Beat Code | Street # | Street Name        | Suite | Floor | City       | Location Type |
|-----------------------------------|-----------|-----------|----------|--------------------|-------|-------|------------|---------------|
| CAMPUS WALK PARKING LOT           | 1         | 1         |          |                    |       |       |            |               |
| DEPOT PARKING LOT                 | UMOX      | 2         |          |                    |       |       | University | Parking Lot   |
| EAST COLISEUM PARKING LOT         | UMOX      | 2         |          |                    |       |       | University | Parking Lot   |
| INSIGHT PARKING LOT               | 1         | 4         |          |                    |       |       |            |               |
| KINCANNON HALL PARKING LOT        | UMOX      | 2         |          |                    |       |       | University | Parking Lot   |
| Old Chemistry Parking Lot         | UMOX      | 2         |          | All American Drive |       |       | University | Parking Lot   |
| SAM/GERARD HALL CUSTOMER PARKI... | 1         | 4         |          | REBEL DRIVE        |       |       |            |               |
| STADIUM PARKING LOT               | UMOX      | 2         |          | Hill Drive         |       |       | University | Parking Lot   |
| WEST COLISEUM PARKING LOT         | UMOX      | 2         |          |                    |       |       | University | Parking Lot   |
| WEST MAGNOLIA PARKING LOT         | 1         | 1         |          |                    |       |       |            |               |

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

Site:  Beat:   UCR Reportable

Location Code:  Common Name:  Location Type:

NIBRS Location Type:

Address Nbr:  Street Name:  Suite Nbr:  Floor:

City:  ST:  Zip:  County:  Reporting District:

Email:  Web Address:  Longitude:  Latitude:  Map Coordinates:

**Description of Location**

**Employees** – It will show the Employees List with all added details.

| Employees |            |             |            |              |       |            |            | Print | × |
|-----------|------------|-------------|------------|--------------|-------|------------|------------|-------|---|
| Last Name | First Name | Call Number | Home Phone | Cell Phone   | Pager | Alt. Phone | Email      |       |   |
| 2TEST     | TEST       | 344444      |            |              |       |            |            |       |   |
| 2TESTS    | TEST       | 2TEST1      |            |              |       |            |            |       |   |
| AAA       | AAA        | AAA         |            |              |       |            |            |       |   |
| ABRAHAM   | MICHAEL    | 2TEST       |            |              |       |            |            |       |   |
| ACKER     | SCOTT      | ACKER       |            |              |       |            |            |       |   |
| AIRPORT   | MEMPHIS    | 123MA       |            |              |       |            |            |       |   |
| AIRPORT   | MEMPHIS    | 123123      |            |              |       |            |            |       |   |
| AISD      | ANGLETON   | ANGL        |            |              |       |            |            |       |   |
| ALBERTSON | KRISTEN    | 114         |            |              |       |            |            |       |   |
| AMU       | PV         | PV5         |            |              |       |            |            |       |   |
| ANDERSON  | TOMMY      | 303         |            |              |       |            |            |       |   |
| ANDERSON  | WILLIAM    | B212        |            |              |       |            |            |       |   |
| ANDERSON  | VINCENT    | T26         |            |              |       |            |            |       |   |
| ARMS      | DEV        | Q123        |            |              |       |            |            |       |   |
| ARNOLD    | BRADFORD   | 1701A       |            | 214-820-4444 |       |            | BRADFORD.J |       |   |
| ASDFS     | FASKJDF    | ASDJFA      |            |              |       |            |            |       |   |
| ASH       | JEANETTE   | JA          |            |              |       |            |            |       |   |
| ATLANTIC  | FLORIDA    | FLA         |            |              |       |            |            |       |   |
| AURARIA   | LOGIN      | 1234        |            |              |       |            |            |       |   |
| AUSTIN    | LAVERNE    | LA          |            |              |       |            |            |       |   |
| AVILA     | PHILLIP    | PA          |            |              |       |            |            |       |   |

**Phone numbers** – It will show a list of all Phone Numbers.

Phone Numbers ×

Print

Filter all fields:

| Phone                | Last Name            | First Name           | Business             | Building             | Room                 | Address                    |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|
| <input type="text"/>       |
|                      | last                 | first                |                      |                      |                      |                            |
| 1135                 | Ryan                 | Roberts              | Customer Service     |                      |                      |                            |
| 123-456-7894         | Smith                | John                 | Cafeteria            |                      |                      | 784 Coliseum Dr./Poole Dr. |
| 123-456-7894         | Wirth                | Jayson               | Jayson Wirth Libr    |                      |                      | 1234 REBEL DRIVE           |
| 123-456-7894         | Smith                | Jason                | ALUMNI LOWER         |                      |                      |                            |
| 133546846            |                      |                      | Circle Apartments    |                      |                      |                            |
| 223-456-7890         |                      |                      |                      |                      |                      |                            |
| 231-231-2414         | asdfasf              | asdfasfd             | ALUMNI LOWER         |                      |                      |                            |
| 235-659-9874         | Johnson              | Peter                | ABC Apartment C      | 2                    | 504B                 | 234 Coliseum drive         |
| 251-456-7890         |                      |                      |                      |                      |                      |                            |
| 251-456-7891         |                      |                      |                      |                      |                      |                            |
| 457-894-5621         | Smith                | John                 | ACADEMIC AREA        |                      |                      | Circle                     |
| 535-535-3233         | test                 |                      |                      |                      |                      |                            |
| 555-1234             | SMITH                | DAVE                 | KINARD HALL          | MARTINDALE           | 223                  | 207 REBEL DRIVE            |
| 555-2345             | BROWN                | GEORGE               | KINARD HALL          |                      |                      | 207 REBEL DRIVE            |
| 555-555-5555         | last                 | first                | busi                 |                      |                      |                            |
| 601-555-8479         | Knight               | Mike                 | ACADEMIC BUILD       | A                    | 102                  | 4587 W Jackson Ave.        |
| 662-915-4911         | Zuckerburg           | Mark                 | UNIVERSITY POL       | Kinard               | 219                  | 207 REBEL DRIVE            |
| 874-521-1245         | Howard               | Lewis                | ABC Apartment C      | 3                    | 302A                 | 234 Coliseum drive         |
| 985-624-1234         | Roberts              | Jason                | ABC Apartment C      | 2                    | 302B                 | 234 Coliseum drive         |

Ready

**Crime Codes** – It will show a full list of all the crime codes added to the system.

Crime/Incident Codes ×

Print

| Classification | Description                              | Offense Code   | Code Section |
|----------------|--|----------------|--------------|
|                | AGAINST SMTH AGAINST SMTHN               | 88888          |              |
|                | FIRE ALARM PANEL OFF-LINE                | FAPO           |              |
|                | FIRE ALARM PANEL ONLINE                  | FAP            |              |
|                | FP2                                      | 0021           |              |
|                | LUNCH BREAK                              | LUNCH          |              |
|                | PROVIDE ASSISTANCE OUTSIDE JURISDICTION  | OTHER          | MISC         |
|                | SLIP AND FALL INCIDENT                   | SLIP           |              |
|                | THIS IS A TEST CRIME CODE                | TEST           |              |
|                | WALK IN REPORT                           | WALK IN REP... |              |
| ACCIDENT       | ACCIDENT PERSONAL INJURY                 | 44             |              |
| ACCIDENT       | ACCIDENT PROPERTY DAMAGE                 | 45             |              |
| ADMINISTRATIVE | EXPUNGE/EXPUNCTION OF CRIMINAL CASE      | EXP            |              |
| ADMINISTRATIVE | REPORT ISSUED IN ERROR                   | RIE            |              |
| ALARM          | ALARM-PANIC                              | AP             |              |
| ALARM          | FIRE ALARM                               | AF             |              |
| ALCOHOL        | DETAINED -NOT ARRESTED                   | DETA           |              |
| ALCOHOL        | INTOXICATED DRIVER                       | 55             |              |
| ALCOHOL        | INTOXICATED PERSON                       | 56             |              |
| ALCOHOL        | MINOR IN POSSESSION OF ALCOHOL           | MIP            | MSMIP        |
| ALCOHOL        | POSSESSION OF ALCOHOLIC BEVERAGE OVER21  | ALCOV          | 67-1-87      |
| ALCOHOL        | POSSESSION OF ALCOHOLIC BEVERAGE UNDER21 | ALCUN          | 67-1-81      |
| ALCOHOL        | POSSESSION OF BEER OVER 21 YOA           | BEEROV         | 67-3-13      |
| ALCOHOL        | POSSESSION OF BEER; UNDER 21             | BEERUN         | 67-3-70      |
| ANIMAL         | ANIMAL CRUELTY                           | ANIMAL         |              |
| ANIMALS        | ADMINISTERING POISON TO ANIMALS          | ANMLPN         | 97-41-17     |
| ARSON          | BURNING OF STATE SUPPORTED SCHOOL        | ARSON          | 97-17-3(2)   |
| ASSAULT        | 123456789012                             | 05             |              |
| ASSAULT        | AGGRAVATED ASSAULT ON A POLICE OFFICER   | AGGAPO         | 97-3-7(2)    |
| ASSAULT        | AGGRAVATED ASSAULT WITH A FIREARM        | AGGFIR         | 97-3-7(2)(B) |
| ASSAULT        | ASSAULT WITH KNIFE OR CUTTING INST.      | AGGKNI         | 97-3-7(2)(B) |
| ASSAULT        | ASSAULT-SIMPL                            | 04             |              |

Ready

**Logged on Vehicles** – It shows a list of all Logged vehicles.

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

**Skills and Equipment** – It shows a list of employees with the skills they have, and it shows a list of equipment that the department has.

Skills and Equipment
— □ ×

**Skills and Equipment**

**Skills**

Filter \*

CPR CERTIFIED

SPANISH SPEAKING

**Equipment**

Filter \*

Clothing  AED

clothing  9 MM Pistol

Body Cam  descr

SmithWesson

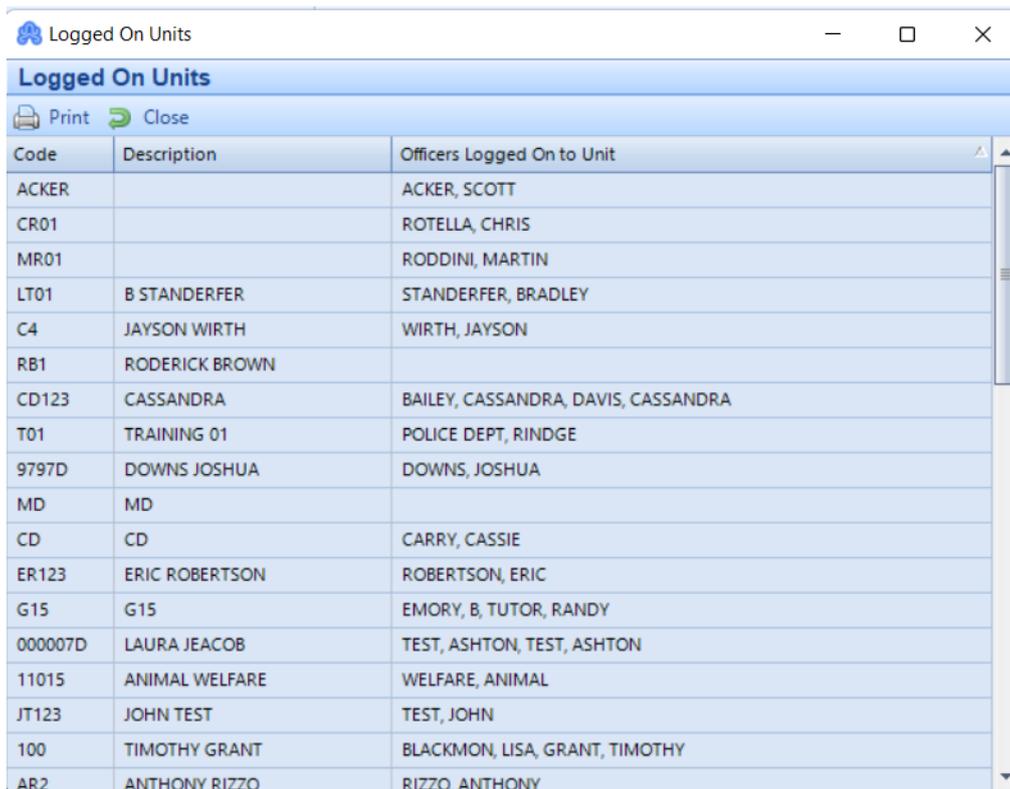
Bar Lights

Body Cam

**Found Units**

| CAD Unit        |                    |                                  |                   |
|-----------------|--------------------|----------------------------------|-------------------|
| Code            | CAD Unit Type      | Description                      | Coincidence Count |
|                 |                    | Other employees and vehicles     | 1 of 1            |
| <b>Officers</b> |                    |                                  |                   |
| Call #          | Officer Name       | Skills And Equipment             |                   |
| 20C4            | WIRTH, JAYSON      | CPR Certified; Spanish Speaking; |                   |
| JBK             | KOHLIEM, JOHNATHAN | CPR Certified; Body Cam;         |                   |

**Logged on Units** – It shows a list of units that are logged on in the system.



The screenshot shows a window titled "Logged On Units" with a table containing the following data:

| Code    | Description    | Officers Logged On to Unit          |
|---------|----------------|-------------------------------------|
| ACKER   |                | ACKER, SCOTT                        |
| CR01    |                | ROTELLA, CHRIS                      |
| MR01    |                | RODDINI, MARTIN                     |
| LT01    | B STANDERFER   | STANDERFER, BRADLEY                 |
| C4      | JAYSON WIRTH   | WIRTH, JAYSON                       |
| RB1     | RODERICK BROWN |                                     |
| CD123   | CASSANDRA      | BAILEY, CASSANDRA, DAVIS, CASSANDRA |
| T01     | TRAINING 01    | POLICE DEPT, RINDGE                 |
| 9797D   | DOWNS JOSHUA   | DOWNS, JOSHUA                       |
| MD      | MD             |                                     |
| CD      | CD             | CARRY, CASSIE                       |
| ER123   | ERIC ROBERTSON | ROBERTSON, ERIC                     |
| G15     | G15            | EMORY, B, TUTOR, RANDY              |
| 000007D | LAURA JEACOB   | TEST, ASHTON, TEST, ASHTON          |
| 11015   | ANIMAL WELFARE | WELFARE, ANIMAL                     |
| JT123   | JOHN TEST      | TEST, JOHN                          |
| 100     | TIMOTHY GRANT  | BLACKMON, LISA, GRANT, TIMOTHY      |
| AR2     | ANTHONY RIZZO  | RIZZO, ANTHONY                      |

## Reports

Reports can be generated for multiple CAD Events from ARMS CAD System.



**Print Shift Report** – It gives an overview of all CAD entries on the first page and a detailed view from the next page. Dispatchers need to select to and from date and time and it will show data accordingly.

Enter Criteria

OK Cancel

Date: 09/18/2022 Time: 03:00

To Date: 09/19/2022 Time: 13:00

**UNIVERSITY OF ENDZEND  
UPD  
CAD Shift Report from 03/01/2022 12:00 to 09/19/2022 13:00**

**Total Entries : 37**

|                        |                      |                      |
|------------------------|----------------------|----------------------|
| Vehicle Stops : 2      | Reports Issued : 7   | Arrests Occured : 1  |
| Calls For Service : 24 | Felony Reports : 3   | Adult Arrests : 1    |
| Felony Calls : 0       | Misd. Reports : 0    | Juvenile Arrests : 0 |
| Misd. Calls : 3        | Incident Reports : 2 |                      |
| Incident Calls : 8     | Other Reports : 2    |                      |
| Other Calls : 26       |                      |                      |

**Crime Classifications :**

|                |   |
|----------------|---|
|                | 0 |
| ACCIDENTREPORT | 1 |
| ASSAULT        | 2 |
| BOLO           | 1 |
| BURGLARY       | 2 |
| KIDNAPPING     | 1 |
| LARCENY        | 2 |
| SERVICE        | 1 |
| THEFT          | 1 |
| VANDALISM      | 1 |

| <u>Unit Number</u> | <u>Employee</u>    | <u>Mileage</u> | <u>Fuel Added</u> | <u>Beat</u> | <u>Radio</u> | <u>Keys</u> |
|--------------------|--------------------|----------------|-------------------|-------------|--------------|-------------|
| 395                | MILLARD, DAVID     | 15.00          | 0.00              |             |              |             |
| 438                | MCALISTER, MIKE    | 0.00           | 0.00              |             |              |             |
| B4                 | ALBERTSON, KRISTEN | 0.00           | 0.00              |             |              |             |

UNIVERSITY OF END2END  
UPD  
CAD Shift Report from 03/01/2022 12:00 to 09/19/2022 13:00

[LOGON Beginning of Shift](#) May 02, 2022-Monday 22-05-02-000029  
 Received Via :  
 RP : --  
 Common Name/Street  
 Police Information : Rec'd: 14:19  
 Public Information:  
 CAD Units : Unit #: 3 14:19/ 14:19/ 14:19/ 14:19  
 Officers: BANAHAN, LESLIE #3 /

[LOGOFF End of Shift](#) May 02, 2022-Monday 22-05-02-000030  
 Received Via :  
 RP : --  
 Common Name/Street  
 Police Information : Rec'd: 14:19  
 Public Information:  
 CAD Units : Unit #: 3 14:10/ 14:10/ 14:10/ 14:10

[LOGON Beginning of Shift](#) May 02, 2022-Monday 22-05-02-000031  
 Received Via :  
 RP : --  
 Common Name/Street  
 Police Information : Rec'd: 14:44  
 Public Information:  
 CAD Units : Unit #: 114 14:44/ 14:44/ 14:44/ 14:44  
 Officers: ALBERTSON, KRISTEN #114 /

[LOGOFF End of Shift](#) May 02, 2022-Monday 22-05-02-000032  
 Received Via :  
 RP : --  
 Common Name/Street  
 Police Information : Rec'd: 14:45  
 Public Information:  
 CAD Units : Unit #: 114 13:44/ 13:44/ 13:44/ 13:44

[LOGON Beginning of Shift](#) May 02, 2022-Monday 22-05-02-000033  
 Received Via :  
 RP : --  
 Common Name/Street  
 Police Information : Rec'd: 15:06  
 Public Information:  
 CAD Units : Unit #: 114 15:06/ 15:06/ 15:06/ 15:06  
 Officers: ALBERTSON, KRISTEN #114 /

[VEHICLE Vehicle Stop](#) May 27, 2022-Friday 22-05-27-000034  
 Received Via : Radio  
 RP : --  
 Common Name/Street  
 Disposition : Handled By Officer

**Print CAD Full Report** – It will generate a full CAD Report of the currently opened CAD, it will work similarly to the print button in the toolbar.

UNIVERSITY OF END2END  
UPD  
CAD Full Report

Date: 09/18/2022 11:08    Event Nbr: 22-09-19-000065    Report Nbr:    Rec'd Via: Phone

---

Initial Incident: 04 - ASSAULT - Assault-Simple  
 Final Incident: 04 - ASSAULT - Assault-Simple  
 Common Name: 4000 Block of BARING ST

Location Detail:  
 Street Nbr: 4000    Name: BARING ST    Apt Nbr:  
 City: Oxford    State: MS    Zip Code: 39047    County: LAFAYETTE

---

Reporting Person:    Phone:  
 Address:  
 Notes:

---

Public Information:

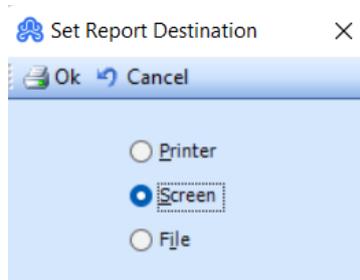
---

Disposition:  
 Issue Report     Service Call     Media Log

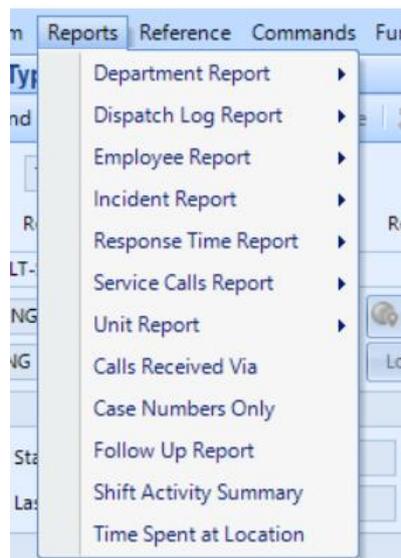
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| Units Involved: | Activity | Dispatch | Enroute | Arrived | Cleared |
|-----------------|----------|----------|---------|---------|---------|
| TL - TIM LAYMAN | AC       | 11:09    | 11:09   | 11:09   |         |

On click of Print Shift Report or Print CAD Full Report, it will ask the Dispatcher to select the destination of the report. The printer will allow the dispatcher to print directly, the screen option is similar to print preview and the file option will start a download in a word document or pdf form.

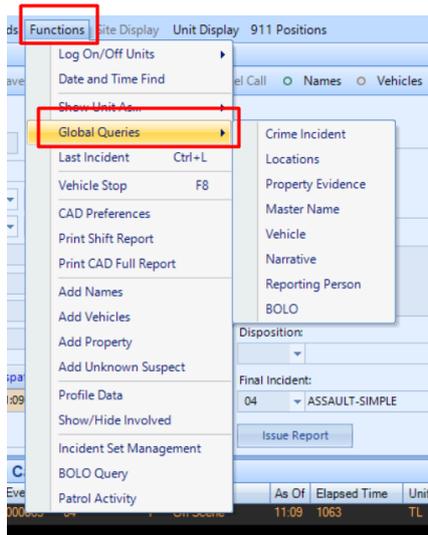


All other options to generate CAD reports can be found under Report Menu. It has multiple options and sub-options to select from.

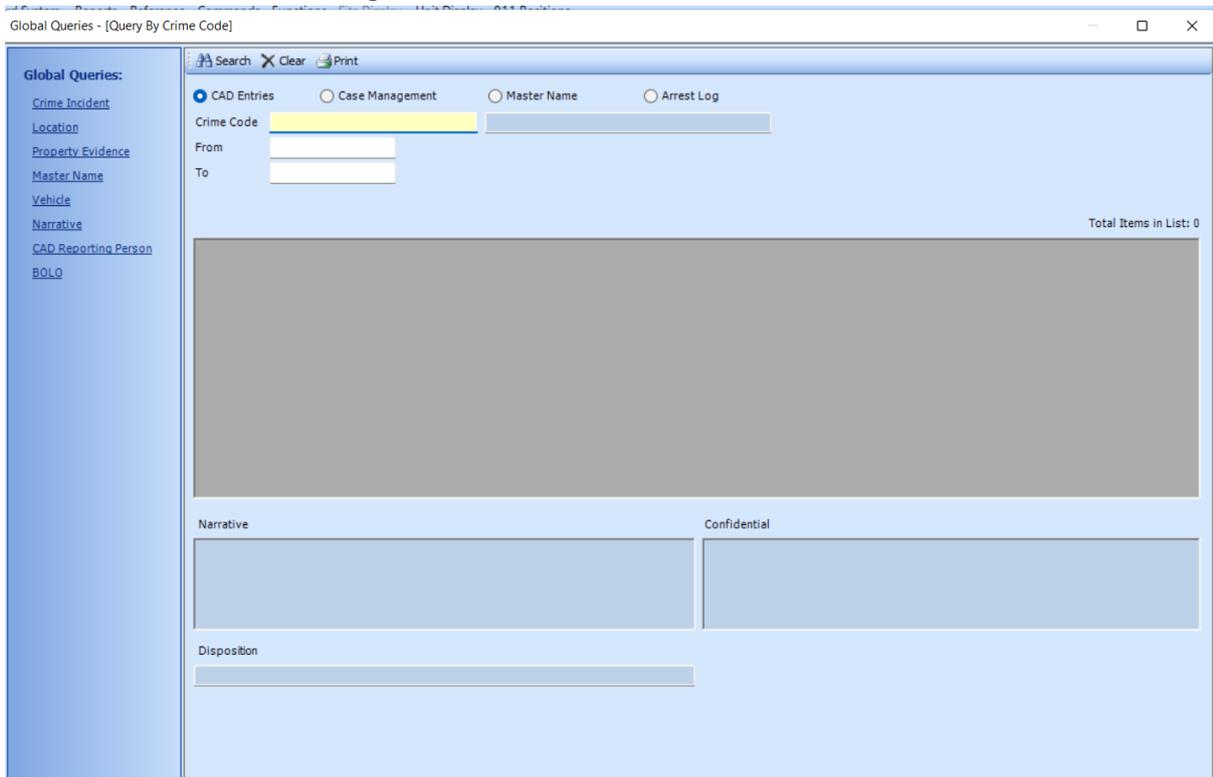


## Global Queries

It is a way to search everything within CAD.



Data like Crime/ Incident, Location, Property/Evidence, Master Name, Vehicle, Narrative, CAD Reporting Person, and BOLO can be searched from CAD Entries, Case Management, Master Name and Arrest Log.



Any Yellow field is Code filled. So, the dispatcher can type "?" and it will show a list of all codes. When the dispatcher double-clicks any of the result entries, it will directly navigate to that entry in CAD.

All tabs have different options within them.