



OFFICER WORKBOOK

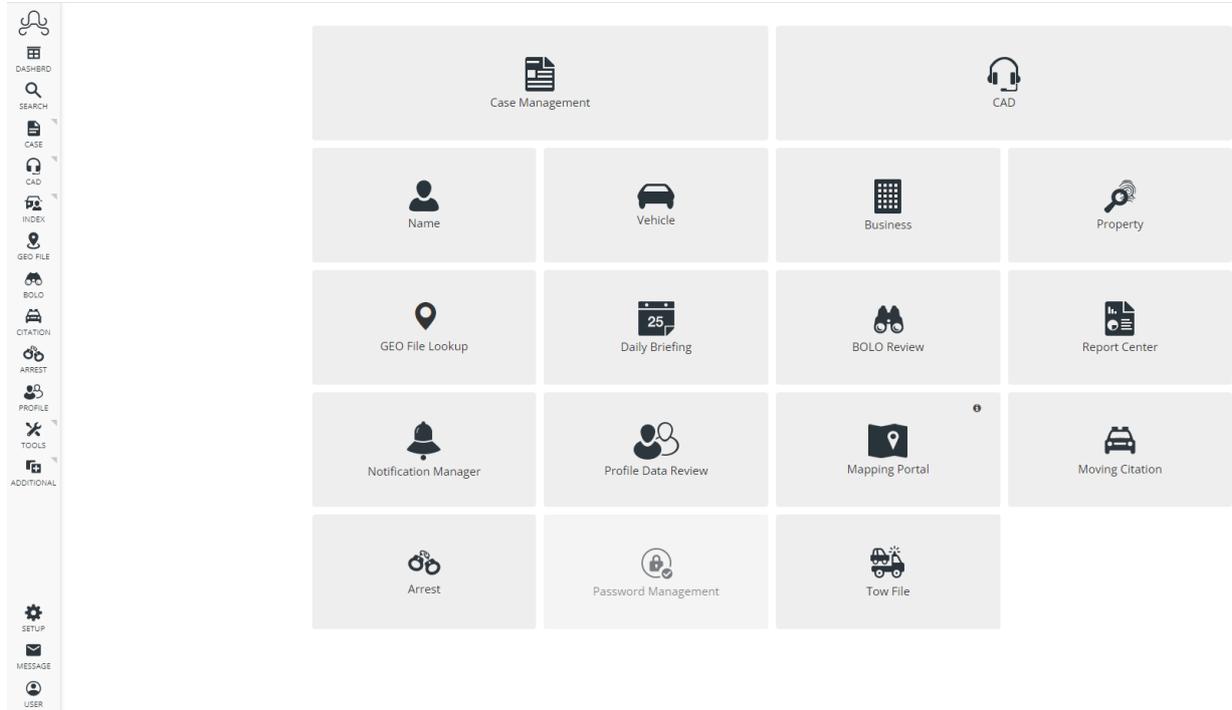
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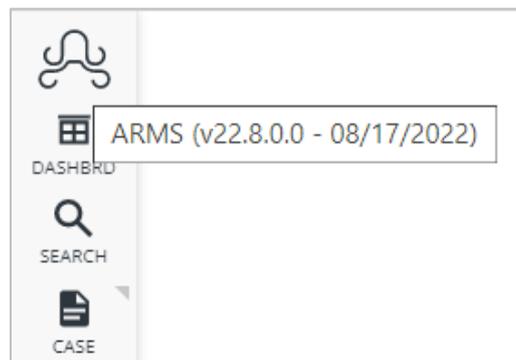
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ARMS Mobile Website Overview

The first screen that officers see after login is the Home Screen, as shown below. This screen will provide the Officer access to each section of ARMS Mobile.



Officers can check the current version of their ARMS by hovering over the ARMS logo at the upper left corner of the page. This can also be considered a home button, so no matter where the Officers are on the ARMS Mobile website, clicking on that logo will bring them back to the Home Screen.

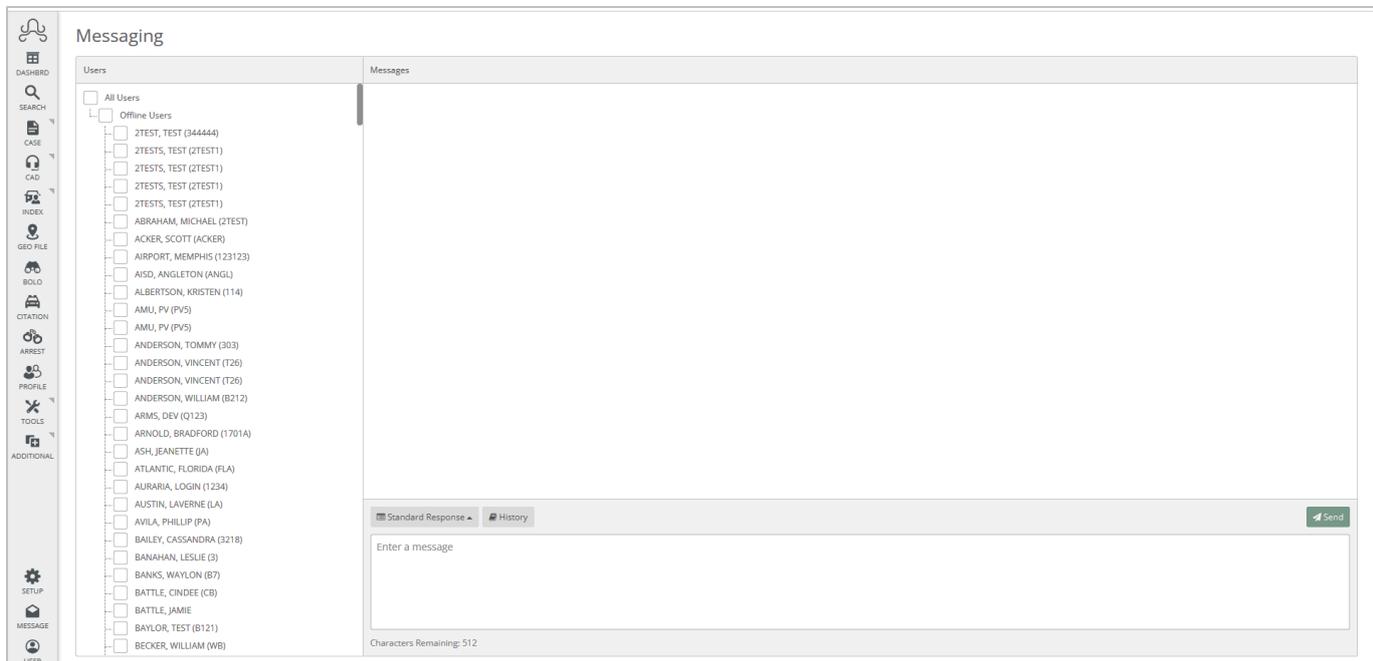


At the bottom left corner of the page, the Officer can see three buttons named "NTF", "Message" and "Officer".

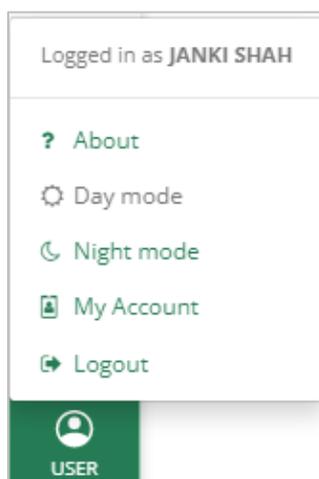


The First option is "NTF", which notifies the Officer when they receive any notifications.

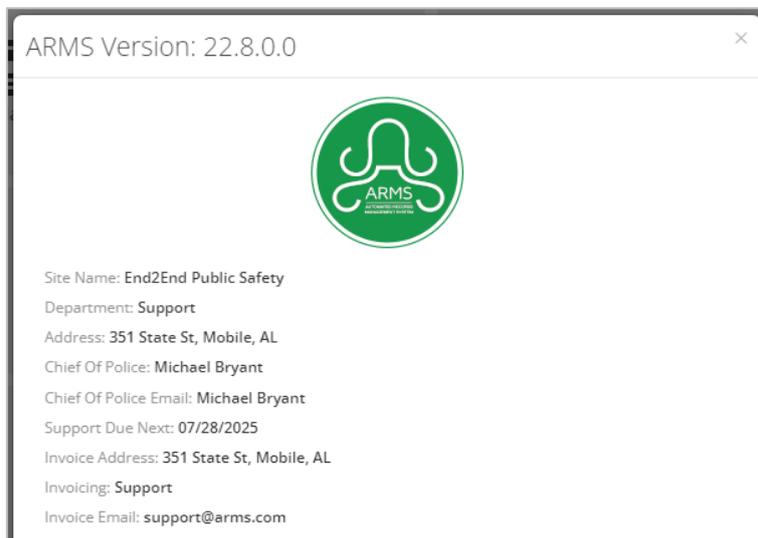
The "Message" button with the envelope icon will take the Officer to the Instant Messaging page. This page is for communicating with other officers, dispatchers, and administrators through the ARMS system. This is also where Officers are alerted if they have a case submitted, approved, or kicked back to them.



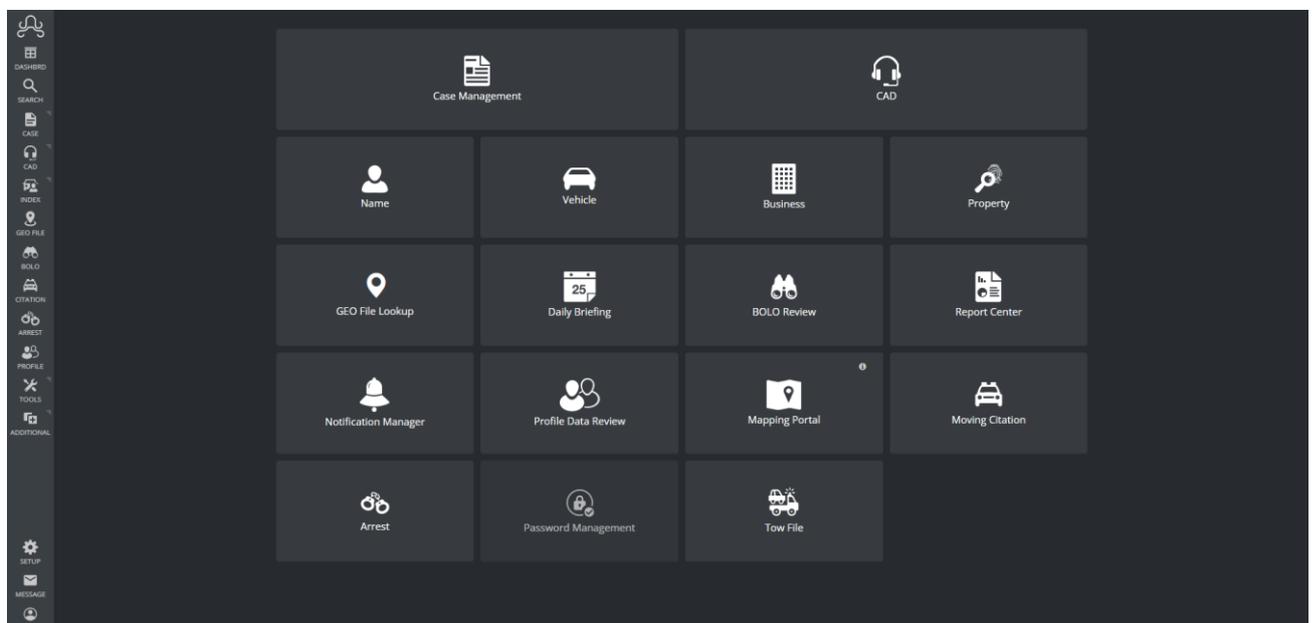
The "Officer" button has a small menu with multiple options that appear when the officer clicks the button.



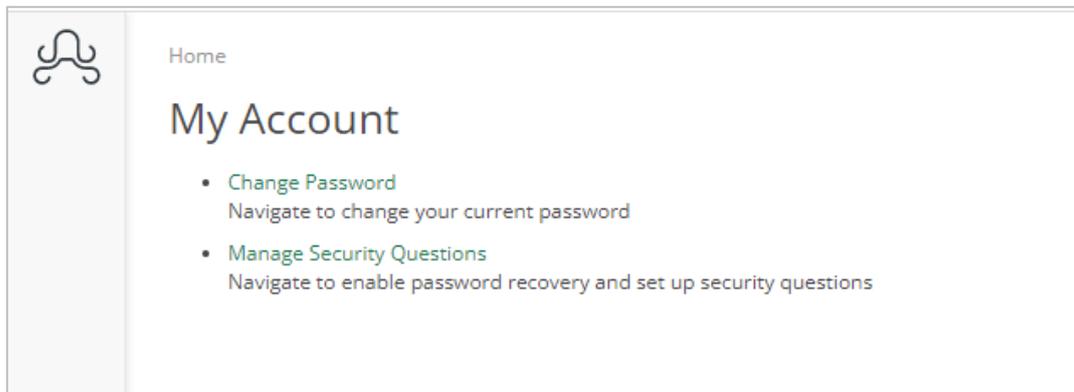
The very first option is "About". It shows the ARMS version number and information about their department according to their ARMS Support Site records. It includes information such as Site name, Department Name, Address, Chief of Police, Chief Police Email Address, Next Support Due date, Invoice Address, Invoice for the department, and email address that the invoice will be sent.



Under that, a button lets the Officer toggle between day mode and night mode. Day mode has a white background so that the dark icons are easier to see in sunlight, and night mode has a background so that the site is not too bright. Below is an example of the Home Screen in night mode.



Next to it is "My Account", which allows Officers to change the password for their account and Manage Security Questions to enable password recovery, if they have permission.

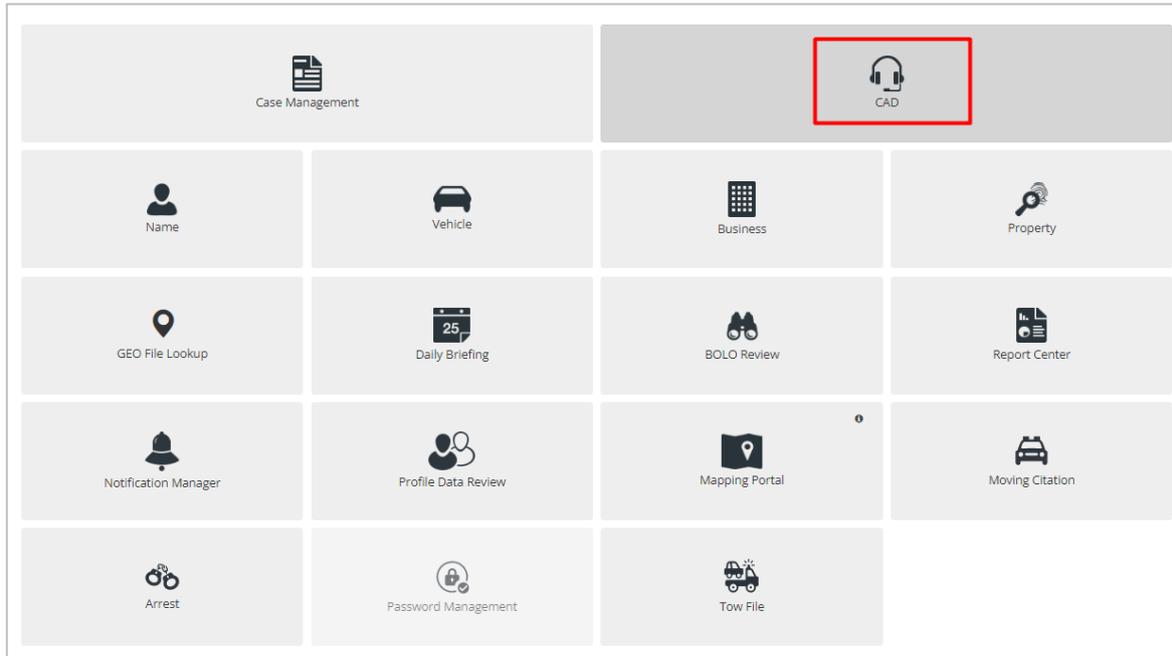


The final button on the menu is the "Logout" button for when Officers are done in ARMS and need to log out or log in as a different Officer.

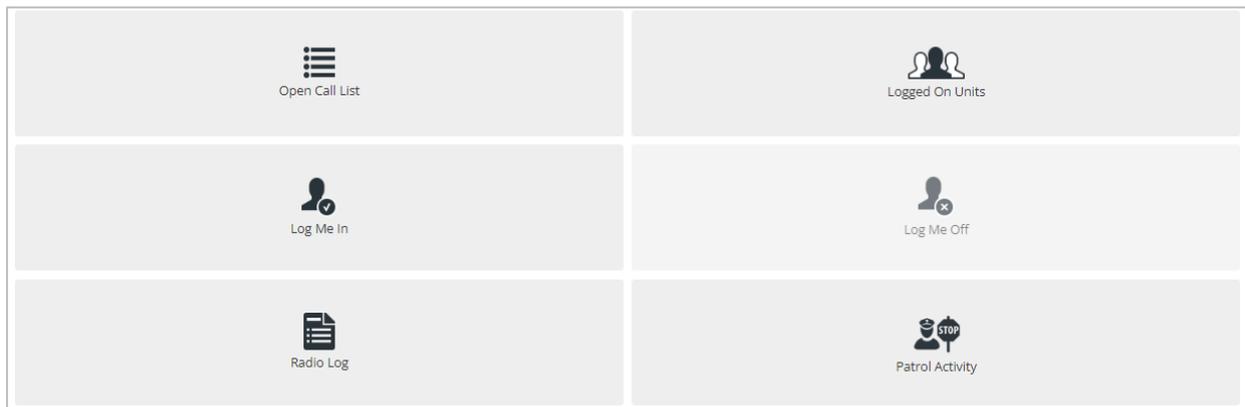
ARMS Mobile CAD

ARMS CAD Overview

ARMS Mobile CAD is a way for officers be able to view their call or add their calls as per the permissions they have. If an officer might be using a vehicle, then they can specify that vehicle and starting mileage for that vehicle.

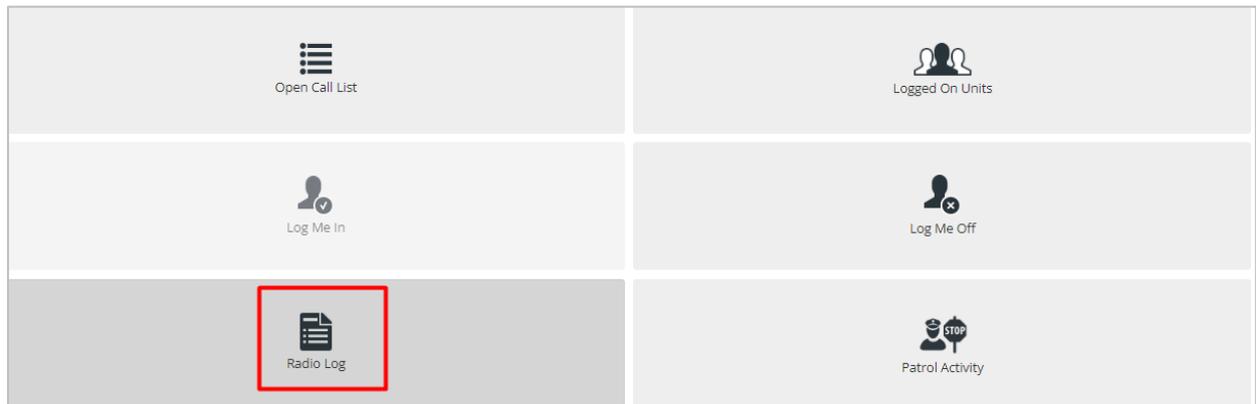


Officers can see the Call List, Log-On Units, Log Me In and Log Me Out, check the Radio Log and add Patrol Activity.

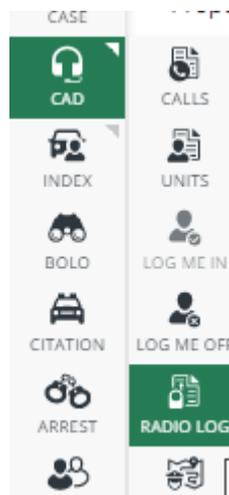


Radio Log

The Radio Log allows Officers to search and browse through CAD events from the convenience of the Mobile CAD dashboard.



Users can also get to this Menu from the Side Bar menu.



This will open the Radio Log Search screen, allowing Officer to browse through your CAD events using various fields and filters.

Home / CAD

Radio Log

Final Incident ✕ Clear ▼

From Date / Time To Date / Time Common Name Site ▼

Street Number Street Name

City State ▼ Zip Code County ▼

Disposition ▼

RP FN RP LN / Business

Activity ▼ Unit ▼

🔍 Search

Final Incident allows the officer to search for CAD events with their chosen Final Incident(s). They can also use the drop-down arrow to select incidents via the checkbox. If they want to remove their previous selections, they can select the Clear button. Leaving the Final Incident field empty will return all incidents.

Final Incident

Accident, Administrative Suspension PBT ✕ Clear ▲

✕

<input type="checkbox"/>	TRAFFIC	Abandoned Property
<input type="checkbox"/>	DISPATCH	Abandoned Vehicle
<input checked="" type="checkbox"/>	ACCIDENT REPORT	Accident
<input type="checkbox"/>	WEAPON	Accidental Discharge
<input type="checkbox"/>	TRAFFIC	Address not changed DL
<input checked="" type="checkbox"/>	TRAFFIC	Administrative Suspension PBT
<input type="checkbox"/>	DISPATCH	Administrative Task
<input type="checkbox"/>	DISTURBANCE	Affray/Fight

Officers can select a Date range using Date and time filters and if they want to search for events that occurred in a specific location, use the Common Name, Street Number, Street Name, City, State, Zip Code, and Country fields. Again, anything left blank will return all records.

Officers can filter CAD events by their disposition. Use the drop-down arrow to select which disposition they want to pull back. Selecting N\A will again return all records regardless of disposition.

The next available filter allows the officer to search by the Reporting Party of the CAD event. Enter their first and last name, or business if applicable.

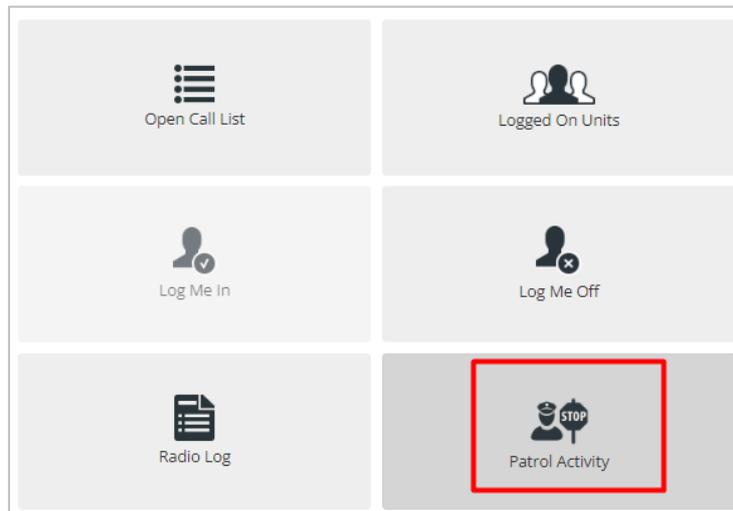
The last two fields are Activity and Unit. Just as it says, the officer can search using the drop-down menu to select the desired Unit and unit Activity. This will return all CAD events of the same Unit/activity.

10/01/2013 03:51	123456789012	13-10-22-000123
RP: SAMANTHA JONES, 662-519-6325 Common Name: ACOUSTICS CENTER / 145 HILL DRIVE, ROOM 103 Site: UM OXFORD MS Notes: Rec'd: 13:47 Rec'd: 9:35 Case #13-0161 has been issued by Master User1 COLLIER, RANDY associated to event. PEACOCK, JASON associated to event.		
Disposition: Cancelled Event Unit #: C2 Dispatch 09:33 / EnRoute 09:35 / Arrived 09:35 / Clear 09:35		
10/04/2013 03:30	123456789012	13-10-22-000126 13-0162
RP: BRAD MANNING, 662-519-7854 Common Name: BETA THETA PI / 402 CONFEDERATE DRIVE Site: UM OXFORD MS Notes: BROWN, ANDREW associated to event. Case #13-0162 has been issued by Master User1 COOK, RYAN associated to event. NABORS, JEREMY associated to event.		
Disposition: Report To Follow Unit #: C4 Dispatch 06:00 / EnRoute 06:00 / Arrived 06:05 / Clear 06:25		
10/07/2013 09:00	123456789012	13-10-22-000128 13-0165
RP: Common Name: FLAG POLE AT UNIV. CIRCLE Site: UM OXFORD MS Notes: Case #13-0165 has been issued by Master User1 DOWNS, JENNIFER associated to event. AUSTIN, JOE associated to event.		
Disposition: Report To Follow Unit #: C4 Dispatch 11:01 / EnRoute 12:21 / Arrived 12:21 / Clear 12:21		
10/08/2013 00:35	Motor Vehicle Theft - Auto	13-10-22-0001211
RP: ADAM BALL, 2367 IVY ROAD Common Name: CROFT INSTITUTE / 1974 UNIVERSITY CIRCLE Site: UM OXFORD MS Notes: Property #PARKER31, "STOLEN PROPERTY" associated to event. Vehicle PARKER13 MS associated to event. PARKER, PETER associated to event. Case #13-0164 has been issued by Master User1		
Disposition: Handled By Officer Unit #: 9901 Dispatch 05:38 / EnRoute 05:42 / Arrived 05:52 / Clear 05:52		
10/10/2013 04:00	123456789012	13-10-22-000129
RP: PAULA PARKS, 662-519-8547 Common Name: GRADUATE SCHOOL / 54 GALTNEY LOTT PLAZA Site: UM OXFORD MS Notes: Case #13-0166 has been issued by Master User1		
Disposition: Report To Follow Unit #: C4 Dispatch 06:00 / EnRoute 06:00 / Arrived 06:05 / Clear 06:16		

Once officers have their desired search criteria entered, they can click on the Search button at the bottom to pull their records. They can view the basic information of the event like date, disposition, and incident as well as the Case number if one was issued. Use the arrow key to page through your results.

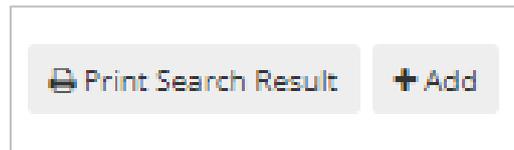
Patrol Activities

This feature helps the officer record any kind of Patrol Activity that officer does. They can record after the patrol is done or before.



Once officer clicks on this tab, they are navigated to a screen with a list of records.

There are two buttons on the top right corner of the screen.



The Print Search Result button allows the officer to print their search result and Add button allows them to add new patrol activity.

Create New Patrol Activity ✕

Date\Time From: 08/30/2022 19:47 📅 Date\Time To: 08/30/2022 19:47 📅 Officer: JANKI SHAH ✕ ▼

Common Name: Location Detail:

Street Number: Street Name: ▼

Incident: ▼ Disposition: ▼

Note #1: ▼ Note #2: ▼

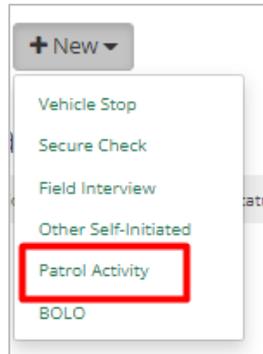
Comments:

Close Save

They can put a future date range for any patrol activity they would be doing. They can fill in other details like Common Name, Location Detail, Street Number, Street Name, Incident, Disposition, and Notes and comments if any.

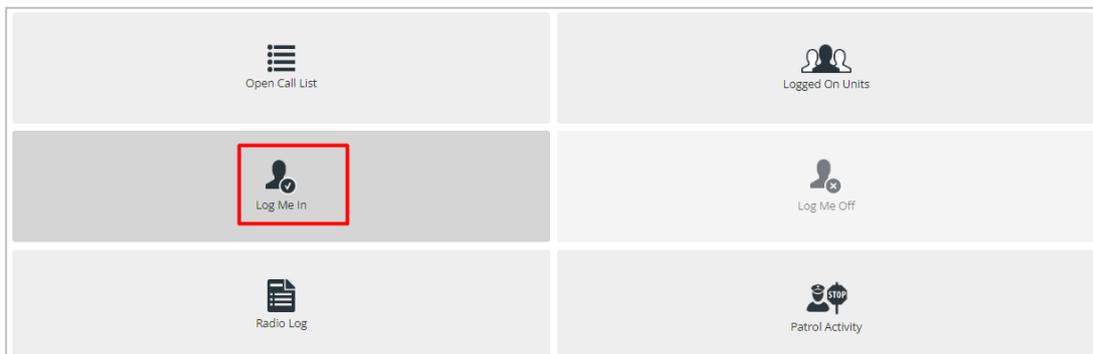
After filling in the data click on Save and it will show the list. Once officer completes patrolling, they can edit disposition from not completed to completed for this activity.

They can also access patrol activity from CAD>Open Call List>New> Patrol Activity.



Log Me In

This tab allows officers to log in/log off through CAD mobile, this takes a lot of load from the dispatcher. A dispatcher can still log them in and log them off. Log Me off is greyed out until Officer has logged in, as they can't log off until they are not logged in.



This will open a new screen where officers can select their CAD Unit, Shift, Beat, and Vehicle from the drop-down menus. Only the fields marked with a red asterisk are required for logging in, just like the desktop version of ARMS, but the officer can fill in data to other fields such as Site, Beat, Location, Vehicle, and Starting Mileage.

Home / CAD Save

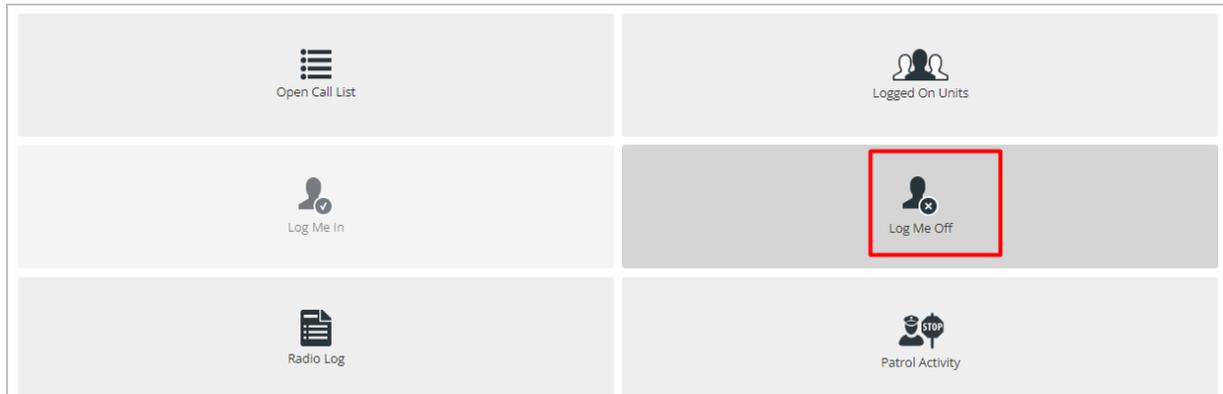
Log Me In

CAD Unit*	Assigned Officers		
CB - CINDEE BATTLE	SHAH, BATTLE		Clear
Shift*	Site	Beat	Location
B SHIFT	UM OXFORD MS	N/A	
Vehicle	Mileage	Previous Mileage	
501 - G 57920	3210	3200	

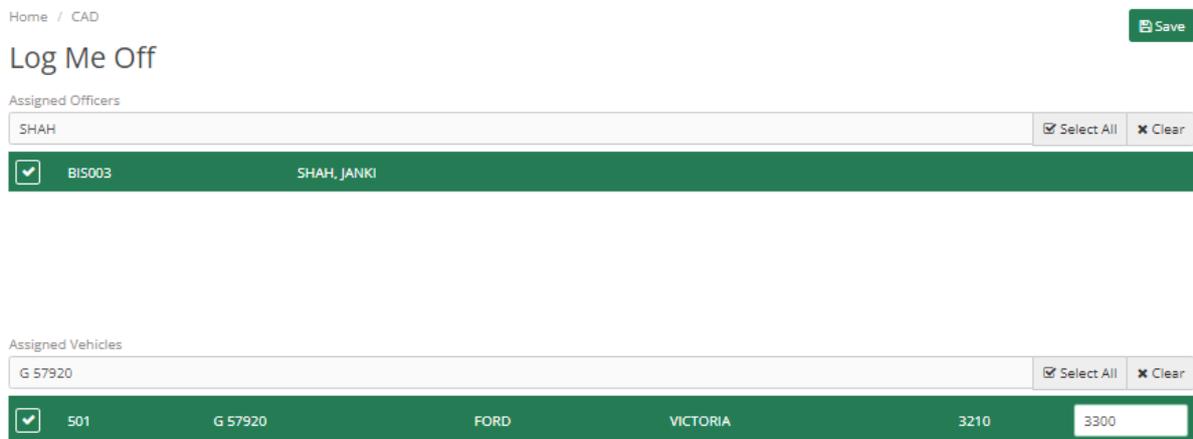
Once they are finished entering their information, hit the Save button found on the bottom right of the Log in the menu. The officer should get a Success notification pop-up and be returned to the CAD Dashboard.

Log Me Off

This tab allows officers to log off from ARMS CAD Mobile. This will open the Log Me Off page.



Officers can select checkboxes next to their respective call numbers to choose the officer they want to log off. The Select All button will allow the officer to log everyone off with one click, while Clear allows them to start over if they have selected an officer by accident.

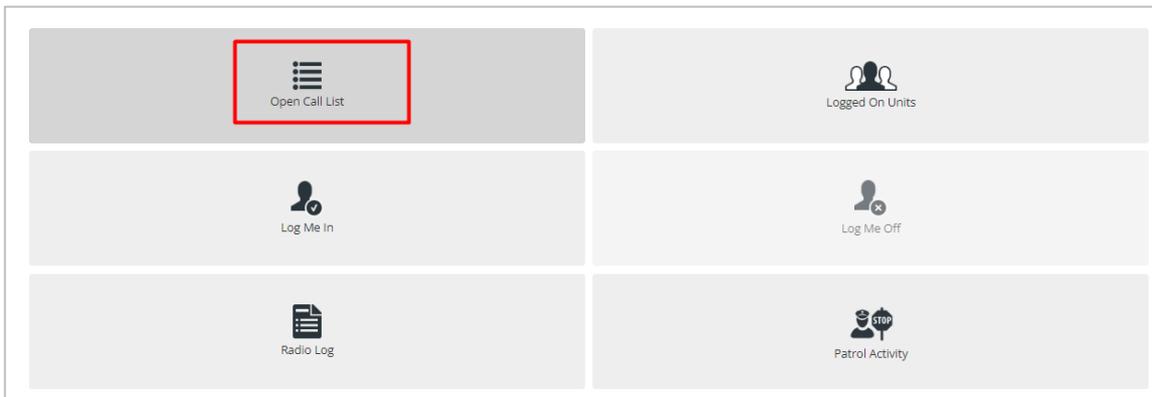


If any vehicles are assigned to the unit, they must be logged off as well. Officer will require to put in the new mileage as well.

Hit the Save button found in the bottom right-hand corner of the page when finished. Officer will be logged off and returned to the CAD dashboard.

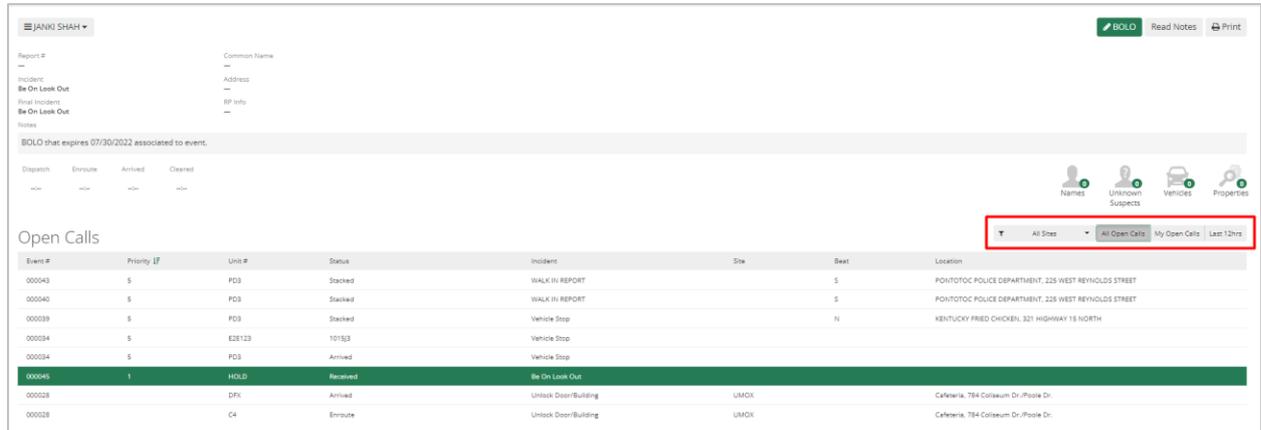
Open Call List

If any officer has permission to add a call. The officer can go to this section and can add calls.



Here the Officers can view the history of the calls that have taken place over the past 12 hours, view the current open calls, or view all open calls. Officers can also filter it site-wise. Officers can add themselves to any active call to show that they are acting as a backup unit. Once an Officer has been dispatched to a call, they will see it in the My Open Calls list.

Officers can modify the calls and update the time to show enroute and arrival times, add involved parties, vehicles, and property, and enter police information that the dispatcher can see and interact with.



Report # --- Common Name ---
Incident: --- Address ---
Be On Look Out --- RP Info ---
Final Incident: ---
Be On Look Out ---
Notes

BOLD that expires 07/30/2022 associated to event.

Dispatch	Enroute	Arrived	Cleared
---	---	---	---

Names Unknown Suspects Vehicles Properties

Open Calls

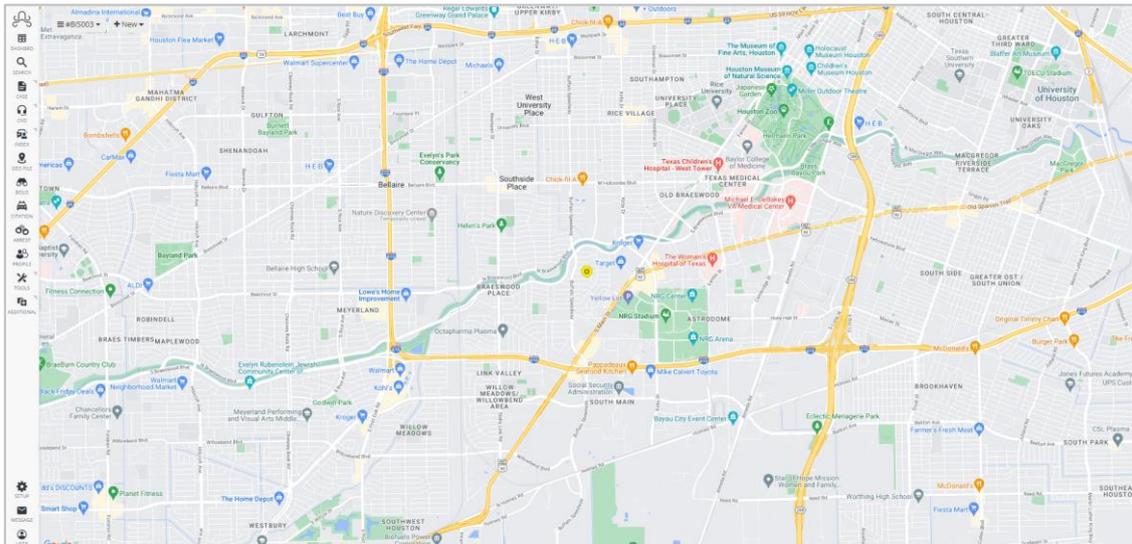
Event #	Priority	UF	Unit #	Status	Incident	Site	Event	Location
000043	5		PD3	Stacked	WALK IN REPORT		S	PONTIAC POLICE DEPARTMENT; 225 WEST REYNOLDS STREET
000040	5		PD3	Stacked	WALK IN REPORT		S	PONTIAC POLICE DEPARTMENT; 225 WEST REYNOLDS STREET
000039	5		PD3	Stacked	Vehicle Stop		N	KENTUCKY FRIED CHICKEN; 321 HIGHWAY 15 NORTH
000034	5		ED1123	1015B	Vehicle Stop			
000034	5		PD3	Arrived	Vehicle Stop			
000045	1		HOLD	Received	Be On Look Out			
000028			DF1	Arrived	Unlock Door/Building	UMDI		Cafeteria, 784 Coliseum Dr./Poite Dr.
000028			C4	Enroute	Unlock Door/Building	UMDI		Cafeteria, 784 Coliseum Dr./Poite Dr.

Filter: All Sites | All Open Calls | My Open Calls | Last 12hrs

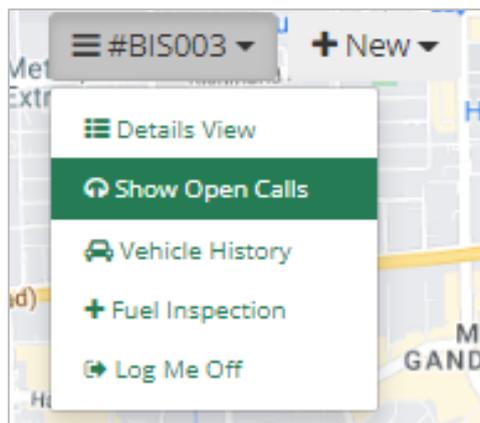
From the top left corner, clicking on your name will show a small menu. Officers can view the call on the map, see the vehicle history, and log themselves on the call.



The map view will show locations on the map if officers have them mapped in their geo file.



Officers can also add in an open call using show open calls. The officer can also sort calls and filter them as all calls and My calls.



Logged on Units

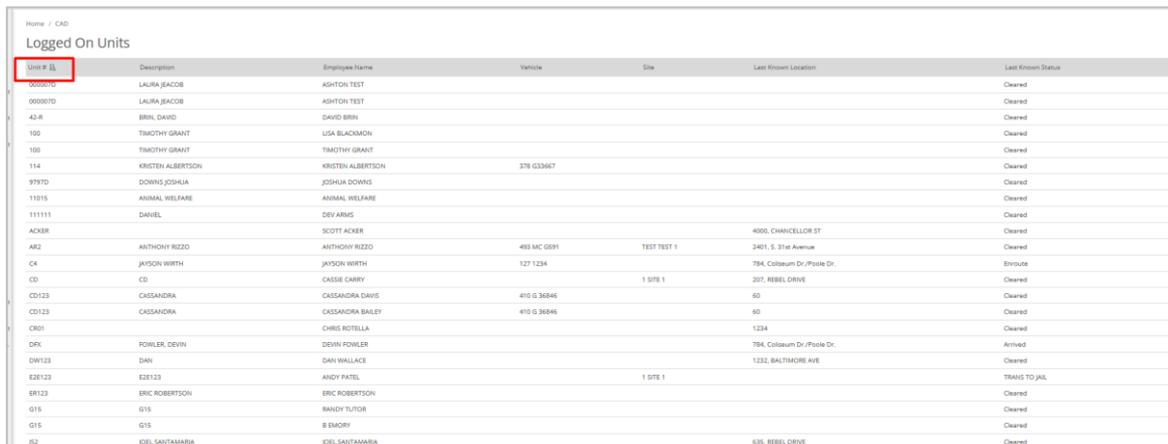
This mobile CAD module allows officers to view all logged-on units.



Through this screen, officers can see who is currently logged in, what vehicles they are using, what sites they are at, what their last known location was and what was their last status. Cleared status indicates that they are not on call right now.

Officers can click on the field to sort the results in ascending or descending order. Officers can sort any of the fields with this method.

Information such as the unit's code, Description, Employee Name, Vehicle, Site, Last known Location, and Last known Status of logged-on units can be viewed.



Unit# #	Description	Employee Name	Vehicle	Site	Last Known Location	Last Known Status
00007D	LAURA JACOB	ASHTON TEST				Cleared
00007D	LAURA JACOB	ASHTON TEST				Cleared
42-A	BRIN, DAVID	DAVID BRIN				Cleared
100	TIMOTHY GRANT	LISA BLACKMON				Cleared
100	TIMOTHY GRANT	TIMOTHY GRANT				Cleared
114	KRISTEN ALBERTSON	KRISTEN ALBERTSON	378 G33667			Cleared
9797D	DOWNS JOSHUA	JOSHUA DOWNS				Cleared
11015	ANIMAL WELFARE	ANIMAL WELFARE				Cleared
111111	DANIEL	DEV ARMS				Cleared
ACK8R	SCOTT ACKER	SCOTT ACKER			4000 CHANCELLOR ST	Cleared
AR2	ANTHONY RIZZO	ANTHONY RIZZO	493 MC 0891	TEST TEST 1	2401 S. 31st Avenue	Cleared
C4	JAYSON WIRTH	JAYSON WIRTH	127 1234		784 Coliseum Dr./Poole Dr.	Enroute
CD	CD	CASSIE CARRY		1 SITE 1	207 REBEL DRIVE	Cleared
CD123	CASSANDRA	CASSANDRA DAVIS	410 G 36846		60	Cleared
CD123	CASSANDRA	CASSANDRA BAILEY	410 G 36846		60	Cleared
CR01	CHRIS ROTELLA	CHRIS ROTELLA			1234	Cleared
DFX	FOWLER, DEVIN	DEVIN FOWLER			784 Coliseum Dr./Poole Dr.	Arrived
DW123	DAN	DAN WALLACE			1232 BALTIMORE AVE	Cleared
E2E123	E2E123	ANDY PATEL		1 SITE 1		TRANS TO JAIL
ER123	ERIC ROBERTSON	ERIC ROBERTSON				Cleared
G15	G15	RANDY TUTOR				Cleared
G15	G15	B EMORY				Cleared
J52	JOEL SANTAMARIA	JOEL SANTAMARIA			635 REBEL DRIVE	Cleared

The Unit# field returns the unit number set up in the CAD unit menu.

The description of the Unit can be anything from call signs to attached officer names.

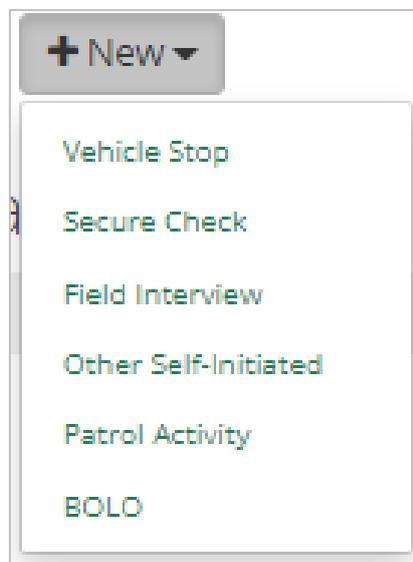
Employee name as the name suggests displays the name associated with the Unit.

Vehicles show the vehicle attached to the unit.

Logged On Units also display the Last Known location and Last Know Status of the unit. This allows Officers to check on the status and location of all logged-on officers at once.

New Calls

On the top left corner of the Open Call List, there is a "New" button, on the click of this button, the officer will see a small menu with multiple options. On entering details in this option, the officer can create new calls.



Vehicle Stop

Here the Officer can add all Location fields and vehicle information. From there it will create a vehicle stop as a new call.

The 'Vehicle Stop' form contains the following fields and controls:

- Street Number: Text input field.
- Street Name: Text input field with a 'MAP' button.
- City: Text input field.
- State: Dropdown menu with 'N/A' selected.
- Zip: Text input field.
- County: Dropdown menu with 'N/A' selected.
- Common Name: Text input field with a search icon.
- Location Detail: Text input field.
- Apt Number: Text input field.
- Vehicle License: Text input field.
- License State: Dropdown menu with 'N/A' selected.
- Plate Type: Dropdown menu with 'N/A' selected.
- Date Expires: Text input field with a calendar icon.
- Color (Major): Dropdown menu with 'N/A' selected.
- Color (Minor): Dropdown menu with 'N/A' selected.
- Make: Text input field.
- Model: Text input field.
- Buttons: 'Close' and 'Save' buttons at the bottom right.

Secure Check

This is for building checks or any things like that. Only crime codes that are checked to be secure check will show in the incident field. The officer can add call information and add reporting person details if there are any.

The 'Secure Check' form contains the following fields and controls:

- Incident: Text input field.
- Street Number: Text input field.
- Street Name: Text input field with a 'MAP' button.
- Apt Number: Text input field.
- City: Text input field.
- State: Dropdown menu with 'N/A' selected.
- Zip: Text input field.
- County: Dropdown menu with 'N/A' selected.
- Common Name: Text input field with a search icon.
- Location Detail: Text input field.
- RP FN: Text input field.
- RP LN / Bus: Text input field.
- RP Phone: Text input field.
- RP Address: Text input field.
- Disposition: Dropdown menu with 'N/A' selected.
- Final Incident: Text input field.
- Activity Code: Dropdown menu with 'OFFICER INITIATED' selected.
- Dispatch: Text input field with value '09:07'.
- Enroute: Text input field with value '09:07'.
- Arrived: Text input field with value '09:07'.
- Cleared: Text input field.
- Buttons: 'Close' and 'Save' buttons at the bottom right.

Field Interview

Officers can add field interview details through this option, the officer can field interview details and information about the person with whom they are conducting the field interview.

The 'Field Interview' form contains the following fields and controls:

- Incident:** Text input field containing 'FIELD INTERVIEW'.
- Street Information:** Text input fields for 'Street Number', 'Street Name', and 'Apt Number'. A 'MAP' button is located between 'Street Name' and 'Apt Number'.
- Location Details:** Text input fields for 'City', 'State' (dropdown menu with 'NVA' selected), 'Zip', and 'County' (dropdown menu with 'NVA' selected).
- Search and Name:** Text input field for 'Common Name' with a search icon (magnifying glass) to its right. A text input field for 'Location Detail' is to its right.
- RP Information:** Text input fields for 'RP FN', 'RP LN / Bus', and 'RP Phone'.
- Address and Disposition:** Text input field for 'RP Address' and a dropdown menu for 'Disposition' with 'NVA' selected.
- Final Incident and Activity Code:** Text input field for 'Final Incident' containing 'FIELD INTERVIEW' and a dropdown menu for 'Activity Code' with 'OFFICER INITIATED' selected.
- Timeline:** Four buttons for 'Dispatch', 'Enroute', 'Arrived', and 'Cleared'. The 'Dispatch', 'Enroute', and 'Arrived' buttons contain the time '10:29'.
- Actions:** 'Close' and 'Save' buttons at the bottom right.

Other Self-initiated

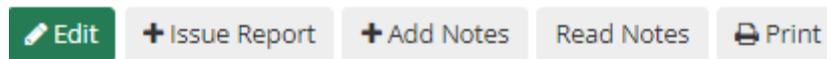
Officers can pull up any crim code that is in the system and can add reporting party information. Just like other options, this will create a new call to which officers are now assigned.

The 'Self-Initiated' form contains the following fields and controls:

- Incident:** Empty text input field.
- Street Information:** Text input fields for 'Street Number', 'Street Name', and 'Apt Number'. A 'MAP' button is located between 'Street Name' and 'Apt Number'.
- Location Details:** Text input fields for 'City', 'State' (dropdown menu with 'NVA' selected), 'Zip', and 'County' (dropdown menu with 'NVA' selected).
- Search and Name:** Text input field for 'Common Name' with a search icon (magnifying glass) to its right. A text input field for 'Location Detail' is to its right.
- RP Information:** Text input fields for 'RP FN', 'RP LN / Bus', and 'RP Phone'.
- Address and Disposition:** Text input field for 'RP Address' and a dropdown menu for 'Disposition' with 'NVA' selected.
- Final Incident and Activity Code:** Text input field for 'Final Incident' and a dropdown menu for 'Activity Code' with 'OFFICER INITIATED' selected.
- Timeline:** Four buttons for 'Dispatch', 'Enroute', 'Arrived', and 'Cleared'. The 'Dispatch' and 'Enroute' buttons contain the time '10:44'.
- Actions:** 'Close' and 'Save' buttons at the bottom right.

Call Features

There are some call features that Officers can be in control of.



Edit – As the name suggests, it modifies details of the existing call. Usually, the officers may require this when they need to change the Final Incident. Officers can also go to the Notes section to add any notes if required.

Vehicle Stop ×

Incident Information Notes 5

Incident
VEHICLE STOP

Street Number: 456 Street Name: Circle MAP Apt Number:

City: University State: MS ▼ Zip: 38677 County: N/A ▼

Common Name: ACADEMIC AREA Q Location Detail:

RP FN: RP LN / Bus: RP Phone:

RP Address: Disposition: N/A ▼

Final Incident: VEHICLE STOP Activity Code: VEHICLE STOP ▼

Dispatch: 04:27 Enroute: 04:27 Arrived: 04:27 Cleared: ---

History Close Save

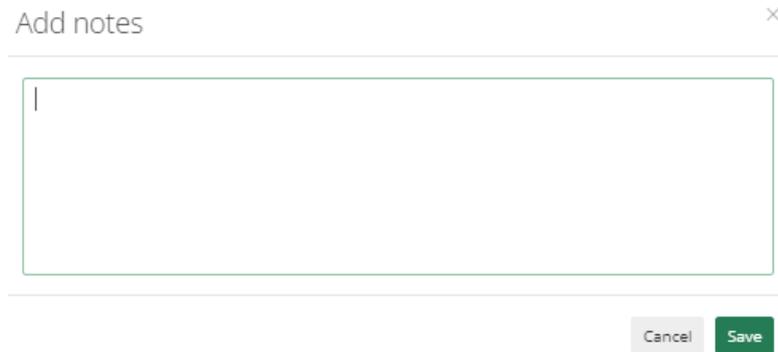
Issue Report – This will help an officer to issue report, to issue a report, to make sure occurred from and occurred to date are accurate.

Issue Report ×

Occurred From: 09/20/2022 04:27 📅 Occurred To: 09/20/2022 05:27 📅

Cancel Save

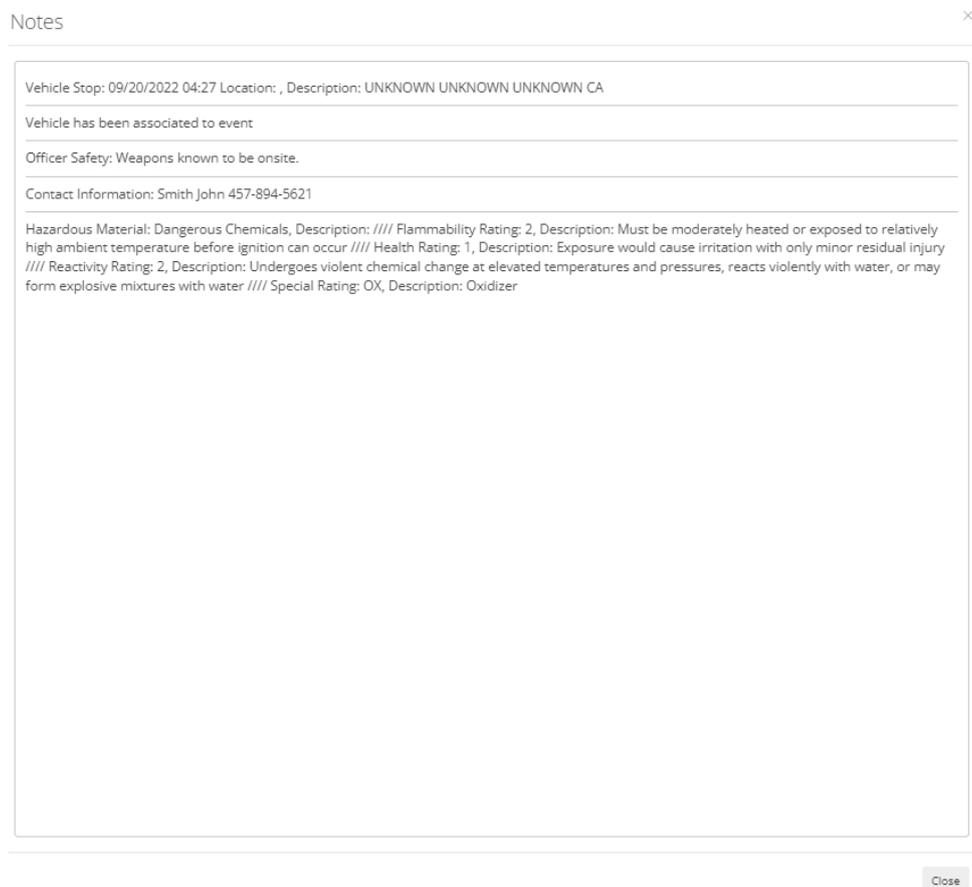
Add Notes - This allows the officer to Add Notes to the call. The dispatcher will be able to view notes added by Officer.



Add notes

Cancel Save

Read Notes – This will allow the officer to Read Notes already added. It will show in order when they were added.



Notes

Vehicle Stop: 09/20/2022 04:27 Location: , Description: UNKNOWN UNKNOWN UNKNOWN CA

Vehicle has been associated to event

Officer Safety: Weapons known to be onsite.

Contact Information: Smith John 457-894-5621

Hazardous Material: Dangerous Chemicals, Description: *////* Flammability Rating: 2, Description: Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur *////* Health Rating: 1, Description: Exposure would cause irritation with only minor residual injury *////* Reactivity Rating: 2, Description: Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water *////* Special Rating: OX, Description: Oxidizer

Close

Print – This will help to print call details.

Common Name - It will show all details of the call like General Info, Call History, Security Matrix, Misc./HazMat, and Officer Safety. Contact Info, Photos, and Other Media.

#BIS003 + New Edit + Issue Report + Add Notes Read Notes Print

Report #
—

Incident
Vehicle Stop

Final Incident
Vehicle Stop

Notes

Common Name
ACADEMIC AREA

Address
456, Circle, University, MS, 38677

RP Info
—

Hazardous Material: Dangerous Chemicals, Description: *////* Flammability Rating: 2, Description: Must be moderately heated or exposed to relatively high ambient temperature before ignition can occur *////* Health Rating: 1, Description: Exposure would cause irritation with only minor residual injury *////* Reactivity Rating: 2, Description: Undergoes violent chemical change at elevated temperatures and pressures, reacts violently with water, or may form explosive mixtures with water *////* Special Rating: OX, Description: Oxidizer

Dispatch Enroute Arrived Cleared

04:27 04:27 04:27 --:-- Set Cleared

Names Unknown Suspects Vehicles Properties

Open Calls

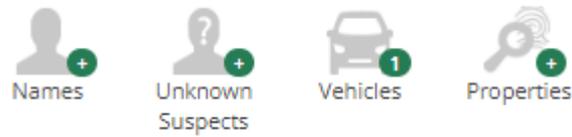
All Sites All Open Calls My Open Calls Last 12hrs

Event #	Priority	Unit #	Status	Incident	Site	Beat	Location
000066	5	BIS003	Arrived	Vehicle Stop	UMOX	2	ACADEMIC AREA, 456 Circle

Dispatch Enroute Arrived Cleared

04:27 04:27 04:27 --:-- Set Cleared

Dispatch, Enroute, Arrived, and Cleared time these buttons help an officer to log time, if the department uses Custom Officer status, then the officer can change time by clicking on it.

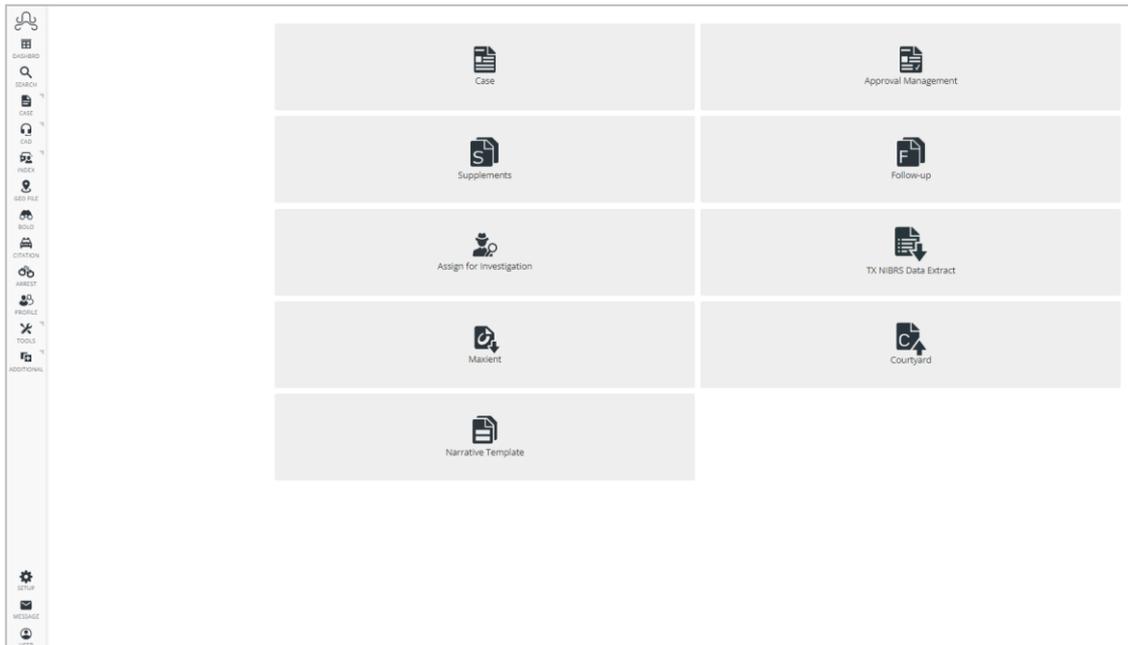


Names, Unknown Suspects, Vehicles, and Properties will help an officer to add those to the call as required.

Officer Case Management Basics

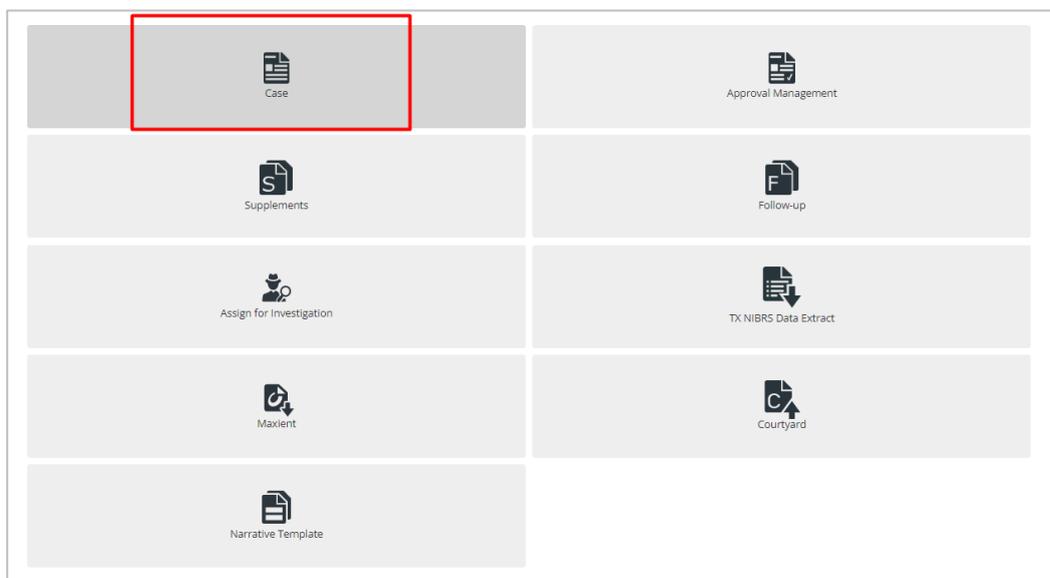
Case Management Overview

The Case Management module allows the Officer to search, view, and edit Case records within ARMS. Officers can manage Case records through Case, manage approvals through Approval Management, manage supplements through Supplements, attach Follow-Up reports, assign for Investigation, TX NIBRS Data Extract, Maxient, Courtyard, and manage templates for Narrative through Narrative Templates.

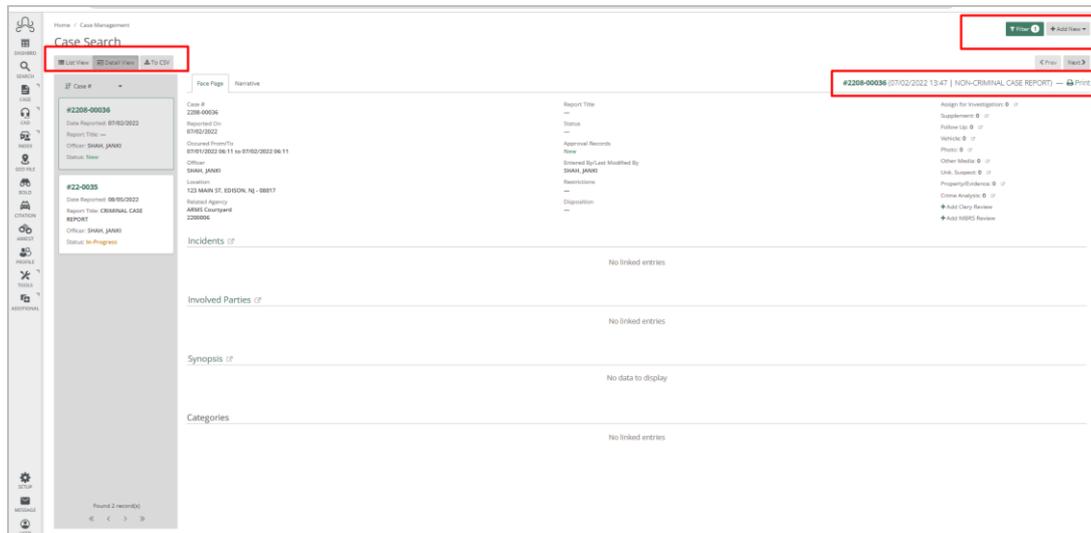


Case Module

In this module, Officer can manage Case records. To go to "Case", go to Home-screen>Case management>Case.



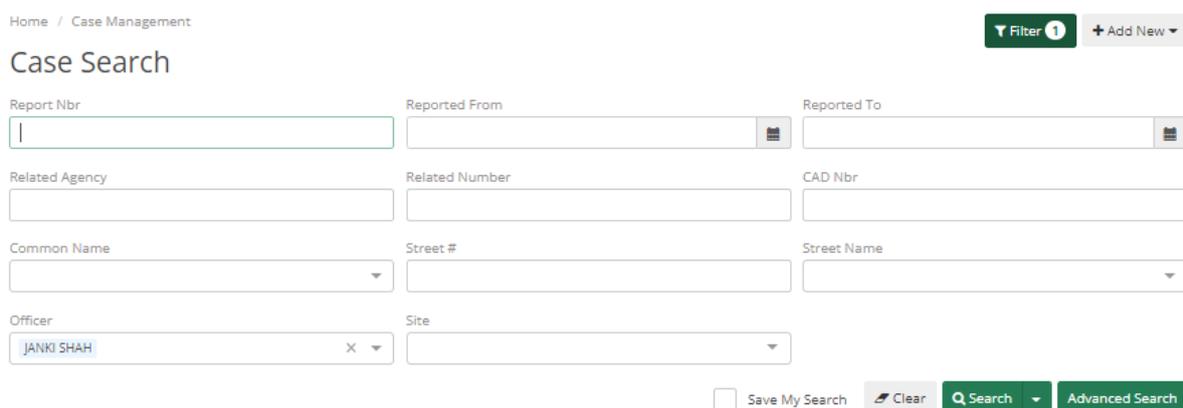
When first opening the Case module, the Officer will see the Last 10 Cases list (Here it displays only two records as two records are added). This is a list of the 10 most recently created, or modified, Case records that are associated with the Officer.



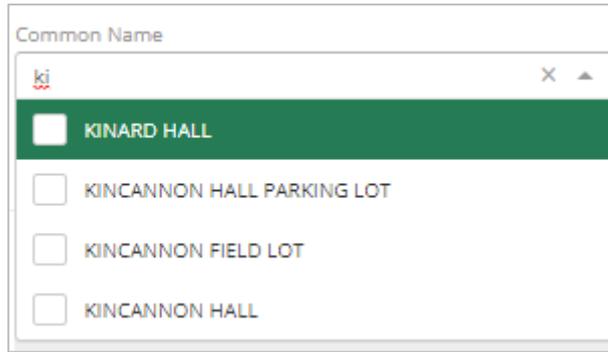
On the top right corner, the Officer can see two options Filter and Add New. Add New allows the Officer to add new cases and filter helps the Officer to filter data and view a list of records according to it.



The Case Search form allows the Officer to search Case records based on a combination of the search parameters of Report Number, Related Agency, Related Number, Common Name, Street Name, CAD Number, Date Reported On (to and from), and Officer. By default, all cases are filtered as per the officer logged in.

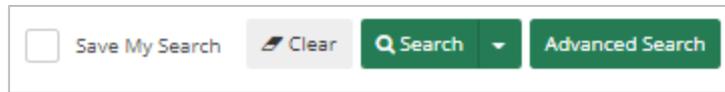


Certain fields will display a drop-down menu when the Officer starts typing in that search parameter. The drop-down menu will show the top 5 matches to what the Officer has typed in the field. The Officer can see below that where I have typed "Ki" into the Common Name field, it displays the top 5 matches.



To view the complete record of a Case in the list, simply click on the row; this will open the Case record for viewing/editing/etc. based on Officer permissions.

To save time Officers can use the advanced search option and save their search, so each time they log in they will see data as per their saved filter.

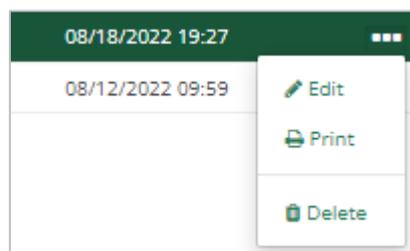


Case records can be displayed in two ways List view and Detail view. Officers can switch between those as desired. Each row in the list view represents a Case record, displaying the Report Number, Date Reported, Case Status, Name of the officer to whom the case is assigned, site, Location, Offenses, and Last modified date.

By clicking on the header, the Officer can sort data in ascending and descending order. By clicking on the case number, the Officer can see other information about that case.

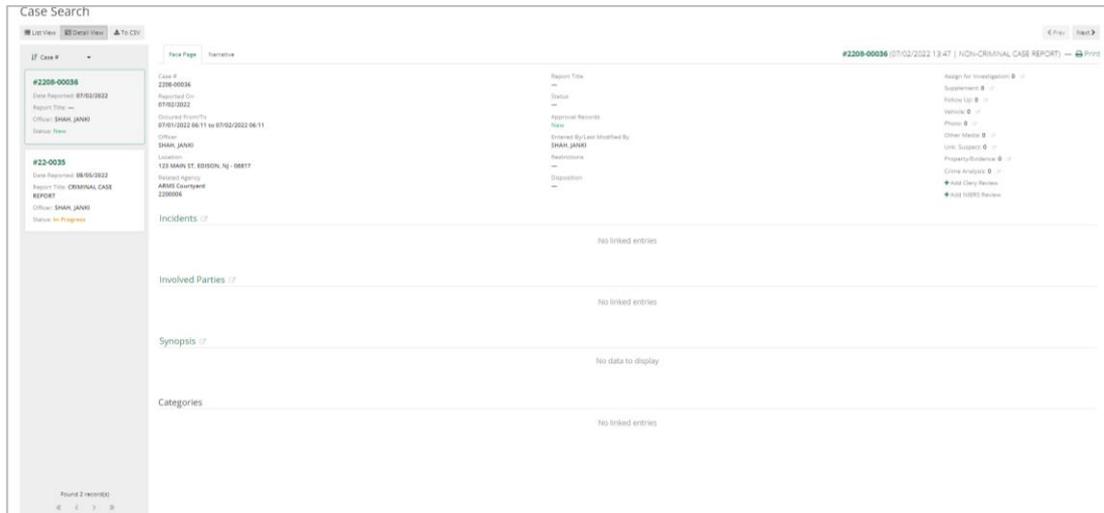
Case #	Date Reported	Status	Officer	Site	Location	Offenses	Last Modified
2210-00048	10/11/2022 17:38	In-Progress	SHAH, JANKI	UM OXFORD MS	ANDERSON HALL, All Ame...	Controlled ...	10/11/2022 20:47
2210-00046	10/11/2022 08:15	In-Progress	SHAH, JANKI	UM OXFORD MS	ALPHA TAU OMEGA FRATE...	Assault-Si...	10/11/2022 08:27
2210-00045	10/06/2022 09:46	In-Progress	SHAH, JANKI				10/06/2022 20:18
2210-00044	10/06/2022 04:19	In-Progress	SHAH, JANKI			Strong-Ar...	10/06/2022 14:59
2209-00039	09/01/2022 07:58	Final Approved	SHAH, JANKI			123456789...	09/21/2022 20:35
2208-00036	07/02/2022 13:47	New	SHAH, JANKI		123 MAIN ST		08/18/2022 19:27
22-0035	08/05/2022 05:44	In-Progress	SHAH, JANKI	UM OXFORD MS	PARIS YATES CHAPEL, CHA...		08/12/2022 09:59

Three dots at the end of each row shows options such as edit, print, and delete. By using that, the Officer can edit, print, or delete that case.

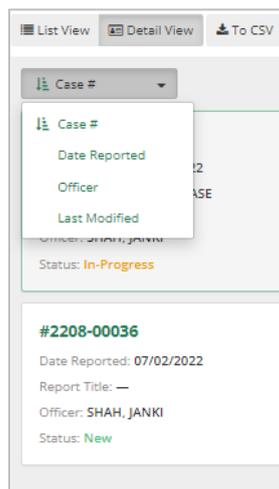


By selecting the Detail view option, the case can be viewed in detail straight from the main screen with the Next and Previous options. Officers can see all details related to the case.

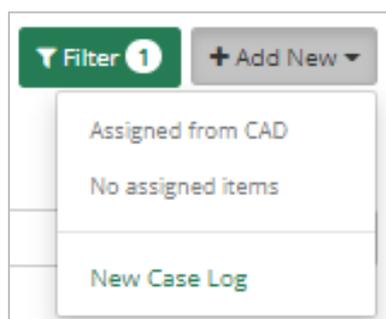
The Face Page and Narrative tab allow the Officer to view all aspects of the case without navigating to other screens. On the left, Officers can see case numbers and they can scroll and select the case they wanted. Officers can sort case numbers in ascending or descending order as the Officer was doing in List view.



Officers can change the order of cases by Case Number, Date Reported, an Officer, or by the Last Modified Date.

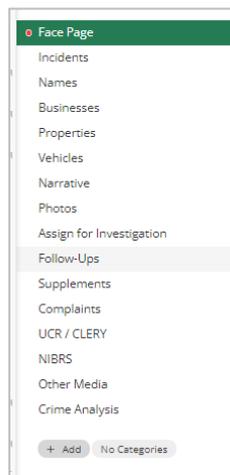


To add a Case record, click the Add New button in the top-right corner of the page. From there Officer will need to select New Case Log.



The case Officer will add is either Criminal or Non-Criminal. As per the case type, a few case types are set as "Criminal" by an administrator of the Officer's department. If the Officer selects a case with a Criminal type, then they must fill in the details required in a criminal case.

Once they have selected a Case record or created a new Case record, the Officer can then add information to or edit information in the different tabs of the Case record. These tabs are Face Page, Incidents, Names, Businesses, Properties, Vehicles, Narrative, Photos, Assign for investigation, Follow-Ups, Supplements, Complaints, UCR/CLERY, NIBRS, Other Media, and Crime Analysis. Any field that requires information will display a red exclamation dot next to the tab name.



Once the Officer has finished filling out the Case report, the Officer can select the Approval Records button in the top right corner and submit the Case for Approval.



This will require Officer to choose a Destination Officer. The officer can add a division to also Instant Message or CC a specific Officer other than the Destination Officer, add a subject and notes to the submission.

To view the Case's Approval History, go to the History button from the top-right corner and click on it. In this tab, Officer can see Modification History as well as Photo/Media History. Officer can see a copy of the case report before the modification was made, so it can be downloaded in the case where it's required.

Action	User Name	Alias	Date	History	Reason
Update	JANKI SHAH	janki.shah	08/12/2022 12:01:44		
Update	JANKI SHAH	janki.shah	08/12/2022 12:00:18		
Update	JANKI SHAH	janki.shah	08/12/2022 11:57:45		
Update	JANKI SHAH	janki.shah	08/12/2022 11:40:01		
Update	JANKI SHAH	janki.shah	08/12/2022 10:01:28		
Update	JANKI SHAH	janki.shah	08/12/2022 09:59:56		
Update	JANKI SHAH	janki.shah	08/10/2022 16:23:05		
Add	JANKI SHAH	janki.shah	08/05/2022 16:14:31		

On clicking of Add New Case button, the officer will be navigated to the screen which contains an auto-generated Case number on the top. It can be edited if the Officer has the permission of editing it.

With the click of Modify button, the officer can start filling in data. Red dots in front of any tab indicates that the officer needs to fill in data to successfully add a new case. Officer can also click on this red dot, and it will show a message indicating the fields which are required.

If any information needs to be added in any drop- then that can be added by the Administrator of your department. They can add/edit it in Code List and once added it will appear in that dropdown.

Face Page

For the Face page, the required fields are "Report Title" and "Status". Select as per your case from the drop-down.

If any department within your city or colony or area helps in that case then Officer can Related agency and related number

There are four checkboxes on the top they are "Confidential", "Juvenile", "Sex Offense", and "Sealed", Only officers who have access to this can check or uncheck them for others it would be disabled. If one of these checkboxes is checked for any case and officers are not able to search that case, then it would be because Officer might not have access to such type of case.

Home / Case Management / Cases

Case #2210-00046 Criminal Report

Approval Status: IN-PROGRESS

Face Page

Restrictions

Confidential Juvenile Sex Offense Sealed

Report Title: CRIM — CRIMINAL CASE REPORT

Status: OPEN — OPEN

Related Agency: [Empty]

Related Number: [Empty]

Date Reported: 10/11/2022 08:15

Occurred From: 07/14/2022 08:15

Occurred To: 07/14/2022 08:15

Officer: JANKI SHAH

Entered By / Last Modified By: JANKI SHAH

Location

Common Name: ALPHA TAU OMEGA FRATERNITY

Location Details: [Empty]

Street number: 24

Street name: CONFEDERATE DRIVE

Apt/Suite Nbr: [Empty]

Floor: [Empty]

Building: ALPHA TAU OMEGA FRATERNITY

City: University

State: MS

Zip: 38677

County: [Empty]

Disposition

Disposition: [Empty]

Disposition Notes

Sans Serif Normal B I U A [Empty]

Officers will only be able to add details once they click Modify button and Hit Save to save added details for that case.

Delete Case History Print Approval Records **Modify** **Save**

Approval Status: NEW

Incidents

If the case is issued by CAD, it will show "Dispatch" as a Crime Code. Dispatchers use this code for Aggravated assault, officers need to remove it and add more details by clicking on the "Add Incident" button.

Case #2209-00039 Non-Criminal Report Approval Status: IN-PROGRESS

Face Page School as Victim State as Victim Business as Victim + Add Incident

Incidents No linked entries

- Names
- Businesses
- Properties
- Vehicles
- Narrative
- Photos
- Assign for Investigat...
- Follow-Ups
- Supplements
- Complaints
- UCR / CLERY
- NIBRS
- Other Media
- Crime Analysis

The officer should type the incident in the incident field, and it will show the incident list to select from. It will show a list when the user starts typing.

Incident*

AS

Crime Code	UCR
ASSAULT 123456789012	42
97-3-7(2) - ASSAULT Aggravated Assault on a Police Officer	44
97-3-7(2)(B) - ASSAULT Aggravated Assault with a Firearm	41
SERVICE Animal Assist	
97-3-7(2)(B) - ASSAULT Assault with Knife or cutting inst.	42
ASSAULT Assault-Simple	45
ASSISTANCE & other Other & other	

Once the officer selects an incident, it will automatically fill in a few fields. This information is attached by Admin with the type of Incident and will be prefilled once it is selected by an officer.

All other fields are only added by the person who is reporting the issue. For officers, Incident type is the only required field.

Done

Adding incident

Incident* **AGGRAVATED ASSAULT ON A POLICE OFFICER**

Code Section: 97-3-7(2)

Crime Class: ASSAULT

UCR Data: 44

Clery Crime Type: 4

NIBRS data: 13A

Domestic Violence: Domestic Violence Related, Senior Citizen Involved

Weapon Type (UCR): N F K P O
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: Completed

HATE: N/A

Location Type: RESIDENCE/HOME/APT/CONDO

Bias Motivation: NO BIAS

Number of Premises Entered:

Method of Entry: N/A

Offender Suspected Of Using: Alcohol, Computer Equipment, Drugs/Narcotics, Not Applicable

Gang Information: Juvenile Gang, Other Gang, None/Unknown

Loss to Organization: 0.00

Recovery to Organization: 0.00

Loss for Person: 0.00

Recovery for Person: 0.00

Once Officer clicks on "Done", it will add the Incident to the case.

Case #2209-00039 Criminal Report

Face Page School as Victim State as Victim Business as Victim

Approval Status: IN PROGRESS

Incidents: 1

Crime	Code Section	Crime Class	UCR Data	Loss to Organization	Loss for Person	Recovery to Organization	Recovery for Person
123456789012		ASSAULT	42	\$0.00	\$0.00	\$0.00	\$0.00

Incident details of 1

Crime: 123456789012

Code Section:

Crime Class: ASSAULT

UCR Data: 42

Attempted/Completed: Completed

Offender Suspected Of Using: Not Applicable

Hate:

Location Type:

Type of Weapon/Force Involved:

Loss to Organization: \$0.00

Loss for Person: \$0.00

Recovery to Organization: \$0.00

Recovery for Person: \$0.00

All data are added still it shows a red dot in an incident tab, it is related to the Names and Business tab. With the click of a red dot, it will show the reason. This dialog shows that criminal case requires victim details.

Warning 🚨

Case is not valid, criminal case should have at least one Victim involvement: Name, Business, or Society (State as Victim, School as Victim).

If the victim is a school, state, or business, the officer needs to check the mark-related checkbox at the top. If the victim is an individual, an officer can ignore this and move to the Names tab. If the business is a victim, then select the checkbox on top and add details in the Business tab. If there is a drug Charge, then nobody is a victim except the state. So, the officer needs to check "State as a Victim".

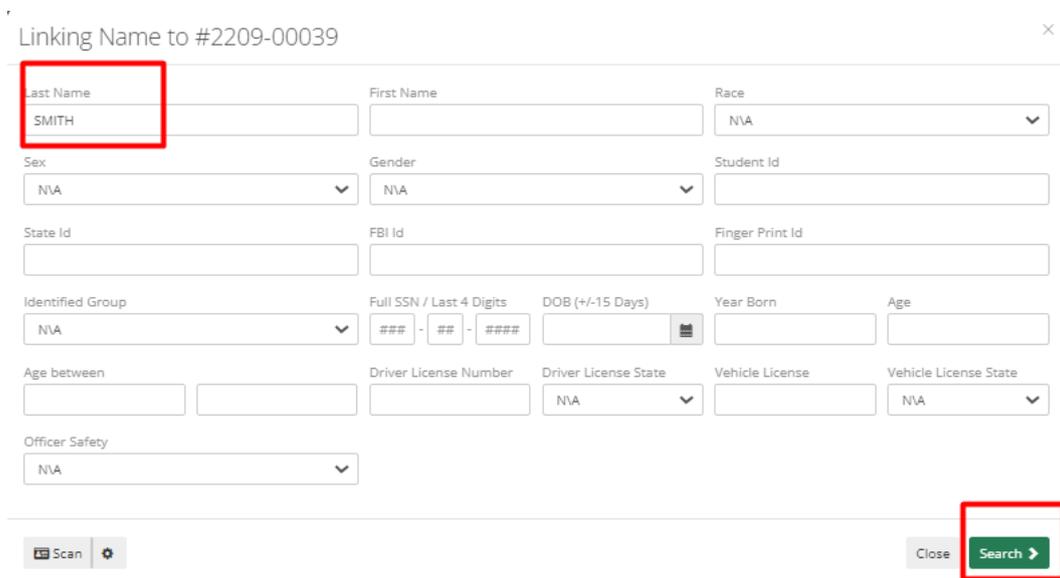
Names and Unknown Suspects

The red dot in Names indicates that there is a need for Victim details. To add victim details, click on Add Involved Person button on the top right corner of the screen.



Adding Involved Person

The first thing this does is to ask the officer to search first before adding it as a new entry to avoid duplicity of records. After adding the Last name officer can hit the Search button.

A screenshot of a web form titled "Linking Name to #2209-00039". The form contains several input fields and dropdown menus. The "Last Name" field is highlighted with a red box and contains the text "SMITH". At the bottom right of the form, a "Search" button is also highlighted with a red box. Other fields include "First Name", "Race" (dropdown), "Sex" (dropdown), "Gender" (dropdown), "Student Id", "State Id", "FBI Id", "Finger Print Id", "Identified Group" (dropdown), "Full SSN / Last 4 Digits" (text), "DOB (+/-15 Days)" (text), "Year Born", "Age", "Age between" (two text boxes), "Driver License Number", "Driver License State" (dropdown), "Vehicle License", "Vehicle License State" (dropdown), and "Officer Safety" (dropdown). There are also "Scan" and "Close" buttons at the bottom left.

If there is no name matching or if the name is not what Officer is searching for then they can hit the "Add New" button on the bottom left corner of the screen or if they found whom they are looking for, then they can select the person from the list and hit "Next".

Linking Name to #2209-00039

Select 1 - 10 of 37 items

Name	DOB	Race	Sex	Ethnicity	Driver License
SMITH, LARRY MICHAEL SR, 62	03/15/1960	WHITE	MALE	NON - HISPANIC	
SMITH, TOM		UNKNOWN	MALE	NON - HISPANIC	
SMITH, JOHN		WHITE	MALE	NON - HISPANIC	
SMITH, JOHN ADAM, 47	01/01/1975	WHITE	MALE	NON - HISPANIC	
SMITH, JOHN, 23	05/28/1999	WHITE	MALE	NON - HISPANIC	
SMITH, JIM ALAN SR., 56	10/18/1965	WHITE	MALE	NON - HISPANIC	
SMITH, HARVEY H SR, 42	03/03/1980	WHITE	MALE	NON - HISPANIC	
SMITH, ANTHONY MICHAEL SR, 42	03/03/1980	WHITE	MALE	NON - HISPANIC	80512345
SMITH, JOHN, 35	01/27/1987	WHITE	MALE	NON - HISPANIC	
SMITH, DON, 67	02/19/1955	AMERICAN INDIAN OR ...	MALE	NON - HISPANIC	

SMITH, LARRY MICHAEL SR, 62
 Officer Safety: Known to carry weapon
 Most recent Address updates:
 Home: 5555 University Ave, Oxford, MS 38655
 Home: 500 Main Street, Oxford, MS 38655

Back Add New Close Next

It's better to search small like just entering the last name, once you click on Add New button it will show all details prefilled that you added for the search. Race, Sex and Ethnicity are required fields, in case you don't know any of them you can select Unknown from the options. Multiple optional fields can also be added by an officer.

The Misc. tab is not used by all departments, some may use and some may not.

New Name

Main Misc IDs

Last Name: MARCUSON Race: N/A
The field is required

First Name: CHERYL Sex: N/A
The field is required

Mid Name: Gender: N/A

Suffix: DOB:

Email: Ethnicity: N/A
The field is required

Classification: N/A Officer Safety: N/A MAP

Ethnicity: N/A
 N/A
 Hispanic
 Non - Hispanic
 TEST CODE
 UNKNOWN

Close Save

IDs tab allows to add users ID details like SSN (Social Security Number), FBI Id, Driver's License, Finger Print Id, Driver's License State, Alien Id, Student Id, CII number, and State Id. Once the officer hit the "Save" button, it will add that person to the Names List of ARMS.



After the officer receives the success message, ARMS will prompt him to link the name in ARMS, which requires him to enter the person's involvement and name type. Other than that, there are multiple other fields that an officer can add like Addresses, Phones, Descriptions, Field Interviews, Vehicles, Complaints, Moving Citations, and Warrants. Trespass Orders, Restraining Orders, Notes, Photos, Other Media, Licensing, Aliases.

Linking Name to #2209-00039 ×

MARCUSON, CHERYL

Involvement: Name Type:

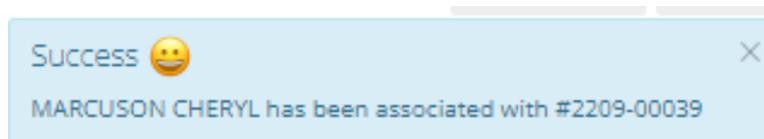
[←](#) **Addresses** [Phones](#) [Descriptions](#) [Field Interviews](#) [Vehicles](#) [Complaints](#) [Moving Citations](#) [Warrants](#) [Trespass Orders](#) [Restra](#) [→](#)

Addresses + Add Address

No Addresses

[← Back](#) [Close](#) [Save](#)

After hitting Save, now it will show a success message associating a name with the Case.



Adding Unknown Suspect

The required fields are Sex, Race, Age from, and Age to. The rest is up to the officers. They can provide as many details as they know. Like name if the officer does not know the details, then they can select Unknown from the list.

Adding Unknown Suspect to #2209-00039 ×

! General Info AKA / Notes

Sex N/A <small>The field is required</small>	Race N/A <small>The field is required</small>	Age From <small>The field is requi...</small>	Age To <small>The field is requi...</small>
Complexion N/A	Height (Feet)	Height (Inches)	
Weight (Pounds)	Glasses N/A	Eye Color N/A	
Hair Color N/A	Hair Style N/A	Facial Hair N/A	
Build N/A	Tattoos N/A	Teeth N/A	

Close Save

Arrests

If somebody is apprehended for the case and has been arrested, then go to Names>Add Involved Person>Search Name> Add or Select the person from the list. Select Involvement type as Arrest (or whatever type is added by the department for arrests) and Name type, other information can be added if available.

Linking Name to #2209-00039

SMITH, LARRY MICHAEL SR, 62

Involvement

- NVA
- ARRESTEE**
- CITATION
- COMPLAINANT
- FIELD INTERVIEW
- INTERVIEW
- Non-Motorist
- OCCUPANT
- OFFICER
- OPERATOR
- OTHER
- OWNER
- Passenger
- REPORTING PARTY
- Subject
- University Citation
- VEHICLE 2
- VEHICLE 3
- Vehicle Driver
- Vehicle Owner

Name Type

NVA

Vehicles 2 Complaints Moving Citations 1 Warrants 1

+ Add Address

Apt #	Floor	City	State	Date Entered	
		Oxford	MS	04/03/2015	***
		Oxford	MS	11/25/2013	***

Back Close Save

Officer can see Add Arrest button for this person, for others it won't show.

Home / Case Management / Cases

Delete Case History Print Approval Records Modify Save

Case #2209-00039 Criminal Report Approval Status: IN-PROGRESS

Face Page + Add Involved Person + Unknown Suspect

Incidents 1

Name	Involvement	DOB (Age)	Race	Sex	Ethnicity	Arrest / Ref...
MARCUSON CHERYL	VICTIM		Unknown	UNK...	UNKNOWN	NO
SMITH LARRY MICHAEL	ARRESTEE	03/15/1960 (62)	White	MALE	Non - Hispanic	NO
SUSP # 1	Unknown su...	20 - 30	Unknown	FEM...		

Person details Print + Add Complaint Edit Person Edit Linked Info Remove from case

SMITH LARRY MICHAEL SR

DOB (Age) 03/15/1960 (62) Race White

Sex MALE Gender

Ethnicity Non - Hispanic SSN 234-56-7890

Classification/Occupation

Drivers License Student Id

Email Officer Safety Known to carry weapon MAP Last NCIC update

Involvement ARRESTEE Name Type Non Student

Arrest + Add Arrest

On clicking Add Arrest, Officer can add information about this person's arrest. This information includes Arrest Date and Time, Officer Name, Second Officer, Type, Level, Status, etc. All dropdown lists will only have information if they have been added by the

Admin of the Department. Before moving to any other tab officer has to hit "Save", to save the details added.

Home / Arrests ← Back to Case Save

Adding Arrest to #2209-00039

General info

Charges⁰

Spouse & Employer

Holding Information

UCR Statistics

Booking Photos

Presentment Details

Personal Effects⁰

Notes

Reference Number	Booking #	Arrest Date / Time*
<input type="text" value="2209-00039"/>	<input type="text"/>	<input type="text" value="09/21/2022 15:22"/>

Officer	Second Officer
<input type="text" value="DEVIN FOWLER"/>	<input type="text"/>

Type	Level
<input type="text" value="Warrant - Alias"/>	<input type="text" value="Detention"/>

Status	State ID
<input type="text" value="Completed"/>	<input type="text"/>

Arrest Location

Common Name	Location Details
<input type="text"/>	<input type="text"/>

Street Number	Street Name	MAP	City
<input type="text"/>	<input type="text"/>		<input type="text"/>

State	Zip	County
<input type="text" value="NVA"/>	<input type="text"/>	<input type="text" value="NVA"/>

Person details [?](#)

Involvement	Name Type
<input type="text" value="ARRESTEE"/>	<input type="text" value="Non Student"/>

Name	DOB (Age)	Sex	Gender	Ethnicity
<input type="text" value="SMITH LARRY MICHAEL"/>	<input type="text" value="03/15/1960 (62)"/>	<input type="text" value="MALE"/>	<input type="text"/>	<input type="text" value="Non - Hispanic"/>

Race	SSN (###-##-####)	Drivers License	DL State	Classification/Occupation
<input type="text" value="White"/>	<input type="text" value="234-56-7890"/>	<input type="text"/>	<input type="text" value="MS"/>	<input type="text"/>

Place of Birth	State of Birth	Mother's Maiden Name	Father's Name	State Id
<input type="text"/>	<input type="text" value="XX"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FBI Id	Finger Print Id	Alien Id
<input type="text"/>	<input type="text"/>	<input type="text"/>

Addresses 2

Phones 1

Physical Description 1

Alias

[+ Add Address](#)

The charges tab will help to add details of charges applied to the person. If there are multiple charges, then that can also be added.

Editing Arrest

<p>General info</p> <p>Charges⁰</p> <p>Spouse & Employer</p> <p>Holding Information</p> <p>UCR Statistics</p> <p>Booking Photos</p> <p>Presentment Details</p> <p>Personal Effects⁰</p> <p>Notes</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 90%;"><input type="text" value="Aggravated Assault with a Firearm"/></td> <td style="width: 10%; text-align: right;">+ Add Charge</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Type here to add new Charge</p>	<input type="text" value="Aggravated Assault with a Firearm"/>	+ Add Charge
<input type="text" value="Aggravated Assault with a Firearm"/>	+ Add Charge		

Other information like Spouse & Employer, Holding Information, UCR Statistics, Booking Photos, Presentment Details, Personal Effects, and Notes can be added. Hit Save to add all arrest details and hit the Back to Case button to go back to the case after saving all details.

Businesses

To add a business to the case, click on Add Business button on the top right corner of the screen.

Home / Businesses ← Back to Case

Adding Business to Case Log

Involvement*

VICTIM

+ Add Business

Next >

It will first ask involvement type of business, then it will ask to search for business details first. If it matches search officer can select a business from the list and if it doesn't match, then the user has to click on the "Add New" button.

Home / Businesses ← Back to Case

Adding Business to Case Log

Business Name: PIZZA PALACES Business Type: N/A Street Number: Street Name:

Clear **Search**

No businesses found.

+ Add New

Add New will show tons of information that can be added about the Business, officer can add whatever details they have. Business Name and Business Type are mandatory fields.

Home / Businesses ← Back to Case Save

New Business

General info Main Info & Address

Vehicles⁰

Business Name* Business Type*

PIZZA PALACES Food Service or Dining

Entered / Last Modified By Date Entered / Last Modified

Common Name Street Number

Street Name Apt/Suite Nbr Floor

City State: N/A ZIP Phone: #####-####

Additional Info

Additional Email

Web Address Alarm Type: N/A

Alarm Company Phone: #####-####

Contacts

Primary Contact Phone: #####-####

Email Pager

Other Contact Phone: #####-####

Email Pager

Notes

The vehicles tab allows Add Vehicles of that business if any and the same with Contact History.

Properties

This will allow you to add a property, here it will not require you to search first as properties will always be new. Officers can directly hit Add New button.

Adding Property to 2209-00039 ×

Property Number	Case Number	CAD Number	Date Entered From	Date Entered To	Property Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	N/A
Make	Model	Model Number	Serial Number	Owner Applied Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	

+ Add New Close Search

Fields change depending on Property Category and Property Type and officers need to enter data accordingly.

New Property ×

Case Number	CAD Number	Person / Business Involved	Property Category	Property Type
2209-00039		PIZZA PALACES - VICTIM	DAMAGED	OTHER

General info | NCIC | Bicycle info | Photos | Media

Property Number	Date Entered	Lab Number	Serial Number
NEW	09/21/2022		
Owner Applied Number	NCIC Article Category	NCIC Article Type	NIBRS Type Property Loss
	N/A	N/A	DESTROYED/DAMAGED/VANI
UCR-NIBRS Description	NIBRS Date Recovered	Quantity	Make
VEHICLE PARTS/ACCESSORIE!			
Model	Model Number	Measurement	Value
		N/A	
Location Found	Street Number	Street Name	
Intake Location	Intake Date	Intake Officer	Review Date
N/A		DEVIN FOWLER	

Description: Broken Window

Notes:

Close Save

Vehicle and Tow Files

Vehicles allow to add of vehicles to the case. To add a vehicle, go to the Vehicles tab and click on Add Vehicle button.

[+ Add Vehicle](#)

Before adding in the vehicle, it will first ask to search. The officer can add the license number and hit search.

Adding Vehicle to #2209-00039 ×

License	License State	Plate Type	Date Expires	Year
<input type="text" value="ABC123"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text"/>	<input type="text"/>
VIN	Make	Model	Color (Major)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>	

[Close](#) [Search](#)

The search result will show up the related vehicle if any and Officer can select from existing or Add New from that window.

Adding Vehicle to #2209-00039 ×

[Select](#) 1 - 10 of 18 items [«](#) [<](#) [>](#) [»](#)

License	State	Year	Make	Model	Color	VIN
▲ ABC123	MS	2013	FORD	MUSTANG	RED	
▲ ABC123	MS		TOYOTA	CAMRY		
▲ ABC123	TN	2004	CHEVROLET	SILVERADO	RED	ABCA;DLFKJD;LKSJAD;...
▲ ABC123	FL	2013	UNKNOWN	UNKNOWN	BLACK	VVVV1112233335444...
ABC1234	TX		UNKNOWN	UNKNOWN	UNKNOWN	
ABC123	MS		TOYOTA	CAMRY	BLUE	
▲ ABC123	PA	2010	FORD	MUSTANG	BLACK	
ABC1234	TX		UNKNOWN	UNKNOWN	UNKNOWN	
ABC123	FL		UNKNOWN	UNKNOWN	BEIGE	
ABC123	MA		FORD	MUSTANG	RED	

ABC123 MS

 NO IMAGE AVAILABLE

Plate Type: N/A	Date Expires: N/A	Year: 2013
Make: FORD	Model: MUSTANG	Color (Major): RED
Style: N/A	Type: N/A	VIN: N/A
Special Features: N/A	Last NCIC update: Not updated yet	

[Names](#) **6** [Businesses](#) [Cases](#) **21**

Names

▲ SMITH LARRY	Known to carry weapon
▲ SMITH TONY	Known to Flee Officers
▲ RAINES HAROLD	Known to make threats to Officers
▲ DOWNS JOSHUA	Know to resist arrest

[← Back](#) [+ Add New](#) [Close](#)

Required fields to add a new vehicle are License, License State, and Vehicle Identification Number.

New Vehicle ×

General Info Notes

License	ABC123	License State	AR
Plate Type	NVA	Date Expires	Year: 2022
Vehicle Identification Number		Special Features	
Make	HYUNDAI	Model	SANTA FE
Color (Major)	BLACK	Color (Minor)	NVA
Vehicle Style	NVA	Vehicle Type	NVA

Close Save

After hitting save, the vehicle gets added to the case and if the vehicle got towed for some reason, then that details can also be added by hitting Add Tow button.

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

Case #2209-00039 Criminal Report Approval Status: IN-PROGRESS

Face Page Incidents¹ Names³ Businesses¹ Properties¹ **Vehicles¹** Narrative Photos Assign for Investigat... Follow-Ups Supplements Complaints UCR / CLERY NIBRS Other Media Crime Analysis

License	Year	Make	Model	Style	Type	Color	VIN
ABC123 AR	2022	HYUNDAI	SANTA FE			BLACK	

Vehicle details [↗](#) Edit Vehicle Remove from case



License	ABC123 AR	Plate Type	
Date Expires		Year	2022
VIN		Make	HYUNDAI
Model	SANTA FE	Style	
Type		Color (Major)	BLACK

+ Add No Categories Tow File details + Add Tow

All Tow details like keys location, Reason for Tow, Towed Status, Insurance Policy, Mileage, Common Name, Street Number, Street Name, Location Details, other towing information, Releasing Information, Owner details, Stolen details if any or other vehicle details can be added. The print option allows the printing tow information. Hit save to add details.

New Tow File — Case #2209-00039

Date Entered: 09/21/2022 18:57 | Reference #: 2209-00039 | Date Towed: 09/21/2022 08:27 | Keys Location: []

Reason for Tow: [] | Towed Status: T - Towed | Insurance Policy #: [] | Mileage: []

Common Name: [] | Street Number: [] | Street Name: [] | Location Details: []

Towing Information | Release Information | Owner | Stolen | Vehicle

Officer: [] | Towed By: [] | Towed To: []

Address: [] | Phone: [] | Citation #: []

Contents: [] | Damage: []

Notes: []

Print | Close | Save

The newly added vehicle can be linked with Businesses or Names. To link it with Business, go to the Business tab>Business Details>Vehicles> Add Vehicle> Search for the vehicle> Select it and it will get linked to the Business

Home / Businesses

Editing Business: PIZZA PALACES

General info | Vehicles 0 | Contact History 1

Back to Case | History | Print | Modify | Save

No linked entries

+ Add Vehicle

Narrative

The narrative Tab allows entering Case Narrative. To add details, click on Modify button.

Home / Case Management / Cases

Case #2209-00039 Criminal Report

Approval Status: IN-PROGRESS

Print in Narrative

Synopsis

Sans Serif Normal B I U A [color] [background color] [list] [link] [table]

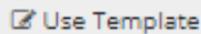
Case Narrative Use Template

Sans Serif Normal B I U A [color] [background color] [list] [link] [table]

Case Narrative is required when the Case Log is criminal.

Tick Print in Narrative to print synopsis in the actual case with Narrative. The synopsis is a review of the call, if the dispatcher adds something to the public information, then that will be pulled into Synopsis. For case narrative, it will show a red line if there is any typo or spelling error, and it will automatically start saving as the user types in.

If an officer uses any device that has voice detection capabilities, then the officer can talk in through that device and use that to type as well.

 Use Template

Use template button can be used to add text to Narrative as per the template added by Admin. This will not overwrite already added text. On click of the Import button, it will import text to Narrative.

Import Narrative Template
✕

Title
Assault Narrative Template
test 2
test 5
test 6
test2
test4

This is the Template for Assault

Close
Import

Approval Records

Attempting to click on the Approval Records button in the top right corner of the screen before adding all required fields will prevent the officer from sending it for approval.



There are two options here Submit for Approval and Final Approval, final approval option will be visible only to Admins or Higher Authority only. It will only appear if the officer has permission for it.

Approval Actions for Case #2209-00039
✕

Submit For Approval
 Final Approve

Action Date

Destination User

Instant Message

To... Search and select Divisions you wish to receive the instant message

Cc... Search and select Users you wish to receive the instant message

Subject

Notes

Sans Serif Normal **B** *I* U ^A ~~A~~

Close
Send

Action Date will automatically pull the date.

The destination User will be the supervisor to whom they need to submit. It will only show a list of supervisors who have kickback or final approval permission. It can be sent as per division as well.

Whenever this submission is made, it will send a notification to the supervisor. If the supervisor has an email id added to the employee file, then it will send a notification through email as well. Notes are used by supervisors if they need to kick back the case, then they can add Notes, and even officer can add their Notes if any. After adding details, Hit Send.

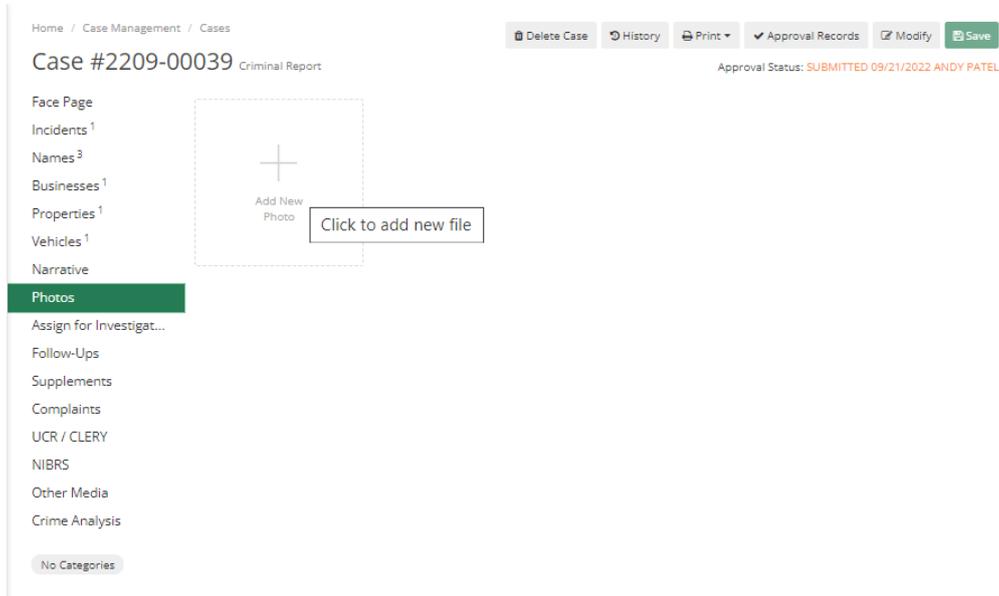
Approval Status: SUBMITTED 09/21/2022 ANDY PATEL

Once it is approved by the supervisor then it will change Approval Status from Submitted to Approved. Officer can't change anything to the case unless it is approved or kicked back to Officer.

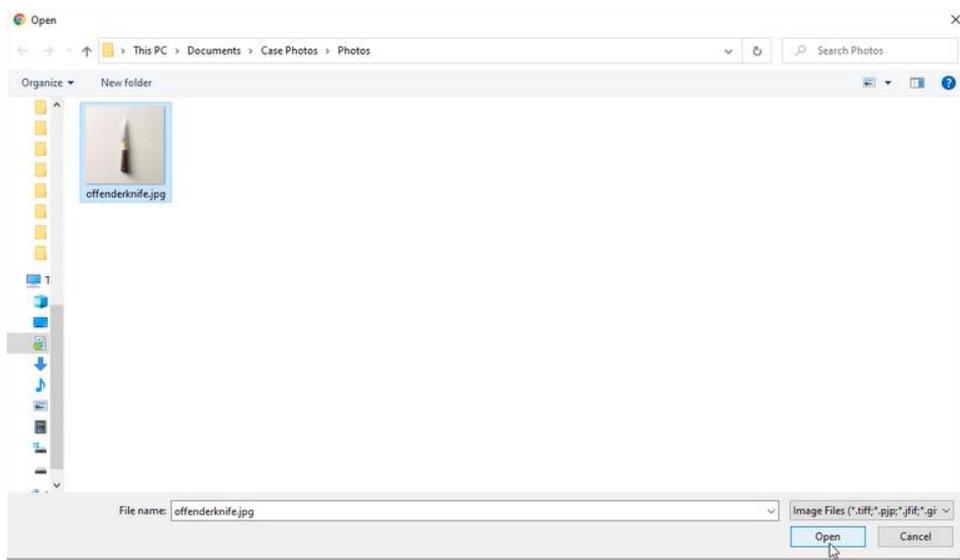
Case Management Advanced

Photos and Other Media

Officers can add Photos through the photos tab.

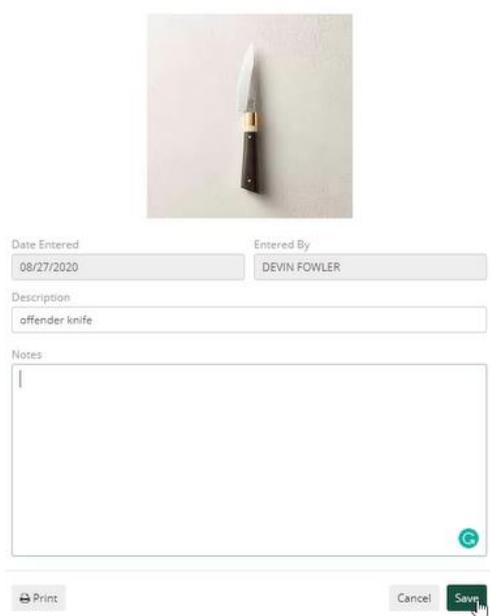


On click of add new photo. It will show a dialog, where officers can select a photo, they want to add to the case.



Then after selecting, again a dialog will appear where Officer can add details about the photo like the Date Entered, Entered By, Description and Notes.

Officers can also print those details by clicking on the Print button. After adding details to Photo Hit Save. If Officer is using a device such as a Mobile phone, they can capture an image and can upload that image to ARMS.

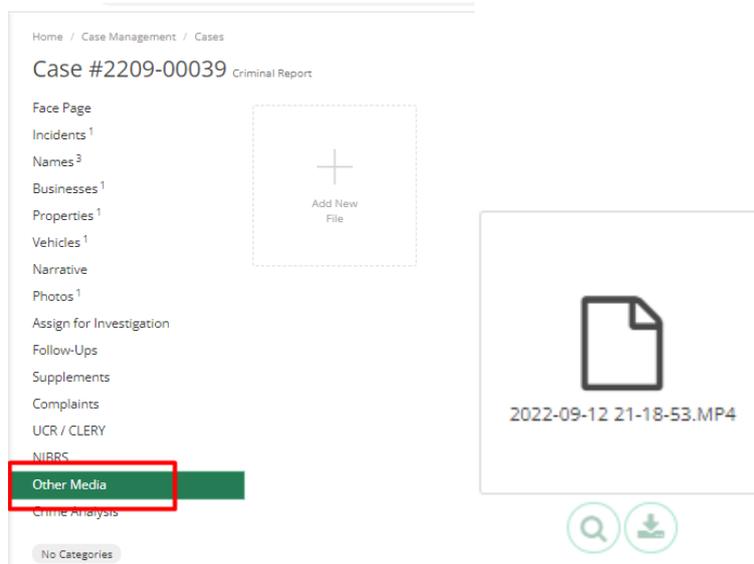


The screenshot shows a web interface for entering case details. At the top, there is a photo of a knife. Below the photo, there are two input fields: "Date Entered" with the value "08/27/2020" and "Entered By" with the value "DEVIN FOWLER". Below these is a "Description" field containing the text "offender knife". Underneath the description is a large "Notes" text area. At the bottom of the form, there are three buttons: "Print", "Cancel", and "Save".

For Photos, officers can Print, View, and Download uploaded files.



In the Other Media tab, officers can upload any type of File that is not a photo like documents, videos, audio, etc.

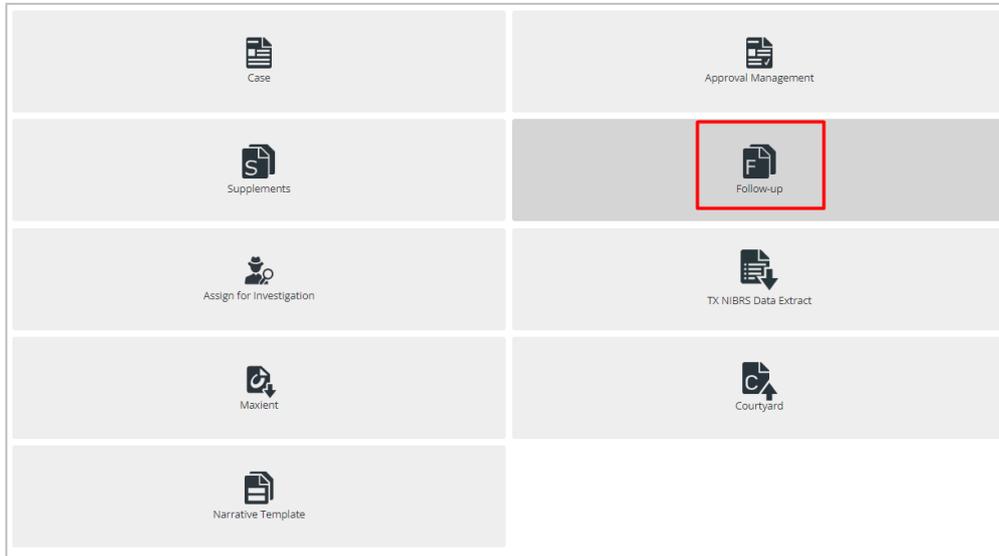


The screenshot shows the ARMS interface for a case. The breadcrumb trail is "Home / Case Management / Cases". The case number is "#2209-00039" and it is a "Criminal Report". A sidebar menu on the left lists various categories: Face Page, Incidents¹, Names³, Businesses¹, Properties¹, Vehicles¹, Narrative, Photos¹, Assign for Investigation, Follow-Ups, Supplements, Complaints, UCR / CLERY, NIBRS, Other Media (highlighted with a red box and a green bar), and Crime Analysis. In the main content area, there is a dashed box with a plus sign and the text "Add New File". To the right, there is a large box representing an uploaded file, showing a document icon and the filename "2022-09-12 21-18-53.MP4". Below the file box are two circular icons: View (magnifying glass) and Download (download arrow).

Other Media and Photos both allow multiple selections of items. Officers can upload multiple items together. They can View or Download uploaded files.

Follow-up

The Follow-up tab in the Case Management module works very similarly to the Supplement tab. It will allow officers to view any Follow-Ups that they last modified, edit those Follow-Ups, submit them for approval, and add new Follow-Ups.



When Officer selects the Follow-Up tile the first screen will show them, are all the Follow-Ups they have last modified. For each Follow-Up, they will be able to see its Case Number, Follow up Date, Officer Name, Approval Status, Follow up status, Site, Date, and time when it was Last Modified.

Home / Case Management + Add New

Follow Ups Search

Case Number: Date From: From Date To: To Officer: X Site: Status:

Save My Search

Found 3 record(s) << < > >>

Case #	Follow Up Date	Officer	Approval Status	Follow Up Status	Site	Last Modified
2210-00046	10/31/2022	JANKI SHAH	New		UM OXFORD MS	10/31/2022 11:05
2210-00044	10/06/2022	JANKI SHAH	New			10/06/2022 15:03
2209-00039	09/22/2022	JANKI SHAH	New			09/22/2022 12:06

Officers can also add Follow Ups to cases directly.

Case #2210-00046 Criminal Report

Approval Status: **IN-PROGRESS**Face Page [+ Add Follow-Up](#)Incidents¹Names²

Businesses

Properties

Vehicles

Narrative

Photos

Assign for Investigat...

Follow-Ups¹

Supplements

Complaints

UCR / Clery

NIBRS

Other Media

Crime Analysis

[+ Add](#) [No Categories](#)

Date Reported	Officer	Status	Approval Status	Time Fro...	Time To	Last Modified By	Last Modified Time
10/31/2022	JANKI SHAH	New				JANKI SHAH	10/31/2022 11:05

Follow-Up details [✕](#) [Delete Follow-Up](#)

Date Reported	Officer
<input type="text" value="10/31/2022"/>	<input type="text" value="JANKI SHAH"/>
Status	Approval Status
<input type="text"/>	<input type="text" value="New"/>
Time From	Time To
<input type="text"/>	<input type="text"/>
Last Modified By	Last Modified Time
<input type="text" value="JANKI SHAH"/>	<input type="text" value="10/31/2022 11:05"/>

Comments

Narrative

To create a new Follow-Up, Officer can click on Add New button and search by the Case Number for the Case they would like to add the Follow-Up to, or as mentioned above can go to the case directly.

For editing existing Follow-Up, Officer can select follow-up from the listing, and after that click on Modify button to modify it.

Home / Case Management / Follow Ups

[← Back to Case](#)
[↻ History](#)
[🗑 Delete FollowUp](#)
[🖨 Print](#)
[✓ Approval Records](#)
[✎ Modify](#)
[💾 Save](#)

Follow Up #2210-00046 Approval Status: NEW

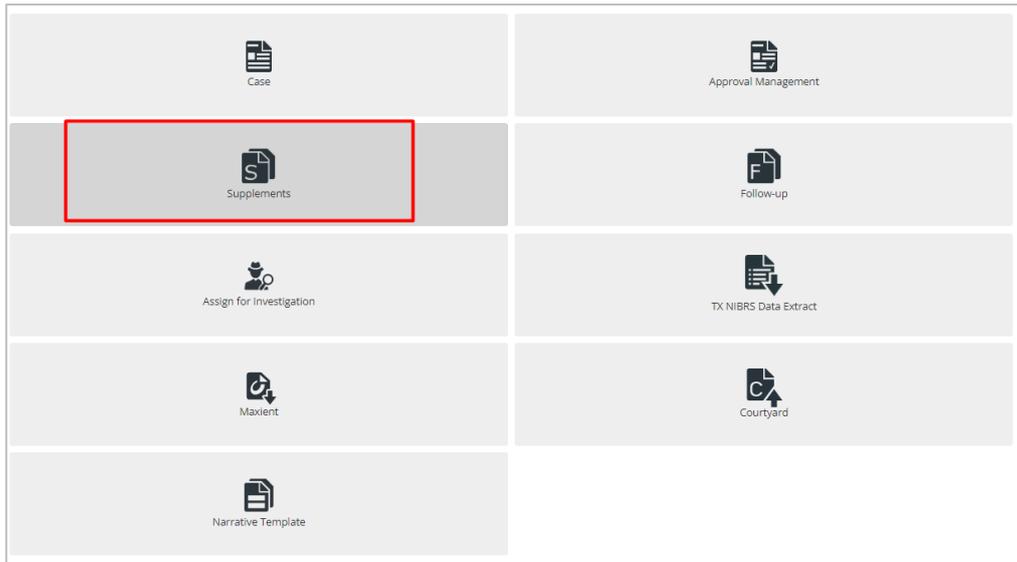
Case info	Follow-Up Date Reported 10/31/2022	Officer JANKI SHAH
Follow up	Status NVA	
Names ⁰	Time from	Time to
Businesses ⁰		
Properties ⁰	Last Modified By JANKI SHAH	Last Modified Time 10/31/2022 11:05
Vehicles ⁰	Comments	
Photos	Narrative 📄 Use Template	

There are tabs within the Follow-Up that lets officers view and add information to the Follow-Up. The first tab is the Case info tab which lets them view some basic information about the Case that the Follow-Up is associated with. The remaining tabs are Names, Businesses, Properties, Vehicles, and Photos. These tabs can show them more information on the Follow-Up and add information to each of those tabs.

Officers can also submit the Follow-Ups for Approval the same way they do for Cases. The submitted Follow-Up will also show up in the Approval Management Module.

Supplement

Departments use a supplementary police report when additional information is brought forward after the initial report was filed. Also, crime investigations that involve several officers may contain supplementary reports from other officers. If there is any use of force involved in the case, then that can also be recorded as a part of supplements.



Officers can use Supplements search to search supplements by Case Number, Date From, Date To, Officer, Site, Status, and Use of Force.

Screenshot of the 'Supplements Search' form. It includes fields for Case Number, Date From, Date To, Officer, Site, Status, and Use of Force. There are also buttons for 'Save My Search', 'Clear', and 'Search'.

Supplements can only be viewed if there is a case with supplements attached to them. If Officer wants to add a new supplement to a case, they must know the case number. They can add supplements to a case by going to Case > Select any case they would like to add supplements to > Add Supplements

Case details must be added completely before adding supplements to them.

The supplement includes Case Info, Names, Use of Force, Naloxone, Business, Properties, Vehicles, Photos, and K9

Use of Force, captures information about the involved person in the use of force, types of force used, the force used or not, whether force was effective or not, the Reason force was used, the weapon carried by the suspect, injury to the suspect, injury to the officer, medical assistant to suspect, medical assistant to the officer, front and back images to select the area where force was used.

Officers can print supplements and use of force reports by clicking on the print button in the upper right corner of the screen.

Home / Case Management / Supplements

Supplement #22-0035

Case info
Involved person in Use of Force: PARK MARK

Supplement

Names¹

Use of Force⁰

Naloxone⁰

Businesses⁰

Properties⁰

Vehicles⁰

Photos

K9⁰

Front

Missed

Back

Type of Force Used	Force Used?		Was Force Effective?	
Include all options used during incident	Yes	No	Yes	No
Physical	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Chemical Agent	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Impact	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taser	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fire Arm - Pointed	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fire Arm - Fired	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
MB CVO	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
testing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Reason Force Used: Select one

Weapon Carried by Suspect: NONE

Injury to Suspect: NONE

The field is required

Injury to Officer: NONE

Medical Assistance to Suspect: NONE

Medical Assistance to Officer: NONE

In the Naloxone tab, officers can report any overdose of naloxone or any other drugs.

It allows officers to add information such as the name of an involved person, signs of overdose, signs post overdose, amount of naloxone used, length of time taken effect, and other actions taken, the officer can also add details of a drug whose overdose is suspected, how is the response of the subject, did subject transport to hospital if yes then add hospital name and did subject survive

Home / Case Management / Supplements

Supplement #22-0035

Case info
Involved person in Naloxone: MANSON MARK

Supplement

Names³

Use of Force¹

Naloxone⁰

Businesses⁰

Properties⁰

Vehicles⁰

Photos

K9⁰

Signs of Overdose	Is Present?	Signs Post Overdose Withdrawal	Is Present?
Blue Lips	<input type="checkbox"/>	Complaint of Muscle Aches	<input type="checkbox"/>
Breathing Slowly	<input type="checkbox"/>	Comatose	<input type="checkbox"/>
Not Breathing	<input type="checkbox"/>	Irritable/Angry	<input type="checkbox"/>
No Pulse	<input type="checkbox"/>	Nauseous	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Slow Pulse	<input type="checkbox"/>	Runny Nose	<input type="checkbox"/>
Unresponsive	<input type="checkbox"/>	Vomiting	<input type="checkbox"/>

Amount of Naloxone Used (Doses):

Length of Time to take effect (Minutes):

Suspected Overdose of Which Drug(s):

+ Add

Other Actions Taken

ARD:

Chest Compressions:

CPR:

Other:

Rescue Breathing:

Sternal Rub:

Subject Response: Select one

Did The Subject Transport To Hospital: Yes No

Did The Subject Survive: Yes No

Hospital Name:

A police dog, also known as K-9 or K9 (a homophone of canine), is a dog specifically trained to assist members of law enforcement.

If K9 is used by an officer in the case, then its information is added here. It contains K9 name/breed, weather, temperature, mutual aid, its Regional K9 team or not, Agency name and number, Team name, and deployment type. The deployment type is used to add information for which reason K9 was used in the case.

Some departments use this section to just report the breed, so we have added the option to add the K9 name/breed.

Home / Case Management / Supplements

Supplement #22-0035

Approval Status: NEW

Remove K9 Record

Case info

Supplement

K9 Name / Breed

Select one

Weather

NIA

Temperature (°F)

Mutual Aid

Yes No

Agency

NIA

Agency Related Nbr

Regional K9 Team

Yes No

Team Name

NIA

Deployment Type

NIA

DASHBOARD

SEARCH

CASE

CAD

INDEX

GEO FILE

BOLO

CITATION

ARREST

PROFILE

TOOLS

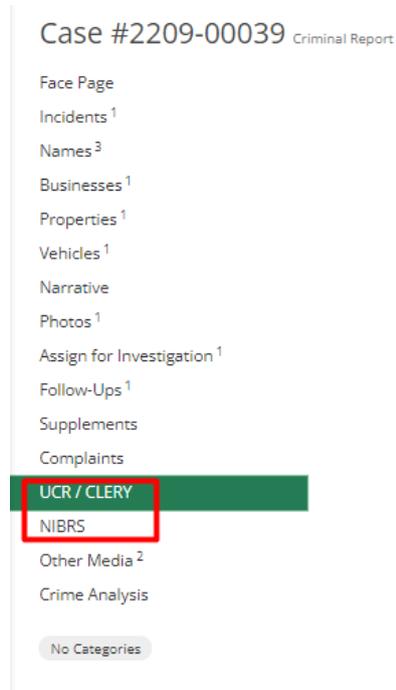
ADDITIONAL

SETUP

MESSAGE

Brief Overview of Reporting

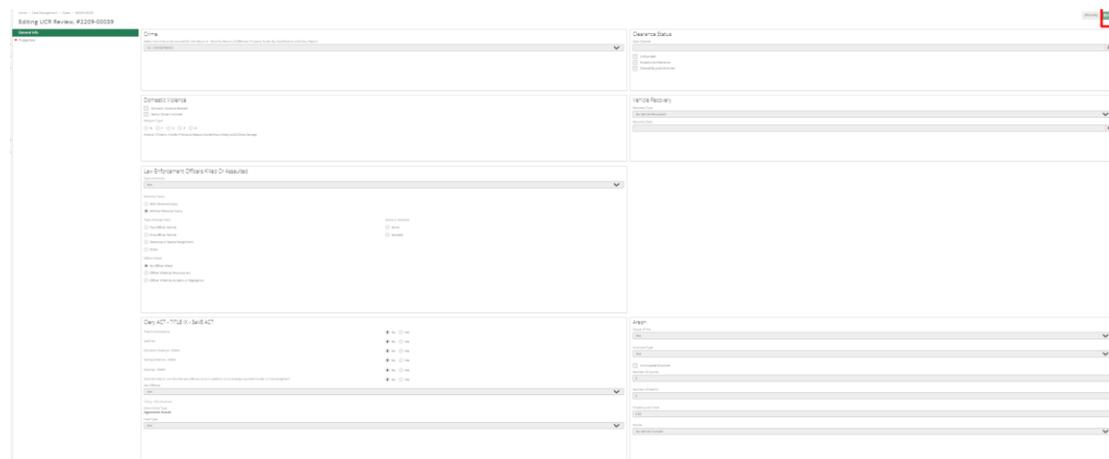
There are tabs for UCR/ CLERY and NIBRS in Case



These tabs help an officer to submit UCR/CLERY or NIBRS, if an officer only wants to submit a CLERY report still they need to go to UCR/ CLERY tab and click on the Start UCR Review button.



This will automatically choose the crime code you have selected for the case. So, if all that is set up by the admin then it will automatically pull that data.



For CLERY go to the CLERY section as shown below screenshot and select what is applied to your Department.

Clery ACT - TITLE IX - SaVE ACT Title IX Compliance <input checked="" type="radio"/> No <input type="radio"/> Yes SaVE Act <input type="radio"/> No <input checked="" type="radio"/> Yes Domestic Violence - VAWA <input type="radio"/> No <input checked="" type="radio"/> Yes Dating Violence - VAWA <input checked="" type="radio"/> No <input type="radio"/> Yes Stalking - VAWA <input checked="" type="radio"/> No <input type="radio"/> Yes Did a forcible or non-forcible sex offense occur in addition to an already counted murder or manslaughter? Sex Offense <input checked="" type="radio"/> No <input type="radio"/> Yes Clery Information Clery Crime Type Aggravated Assault Hate Type N/A		Arson Cause of Fire N/A Structure Type N/A <input type="checkbox"/> Unoccupied Structure Number of Injuries 0 Number of Deaths 0 Property Loss Total 0.00 Mobile No Vehicle Involved	
--	--	--	--

Similarly, for NIBRS go to the NIBRS tab and hit the "Start New Review" button.

[+ Start New Review](#)

Crime Analysis and Categories

At the very bottom of the Menu, there is an option for Crime Analysis. After going to the Crime Analysis tab, hit the "Add MO Information" button. Here Officer can add details about the crime scene and what happened there.

[+ Add MO Information](#)

Case #2209-00039: New MO Information X

Lighting STR — Street Lights X	Security BA — Burglar Alarm X	Alarm Type AD — Audible X
Type of Structure CAFE — CAFETERIA X	Target PBPROP — PUBLIC PROPERTY ITEMS X	
Point of Entry <input type="text"/>	Tools Used for Entry <input type="text"/>	Method of Entry <input type="text"/>
Exit <input type="text"/>		
Suspect Action #1 <input type="text"/>	Suspect Action #2 <input type="text"/>	Suspect Action #3 <input type="text"/>
Used Computer <input type="text"/>	Under the Influence <input type="text"/>	Number of Suspects <input type="text"/>

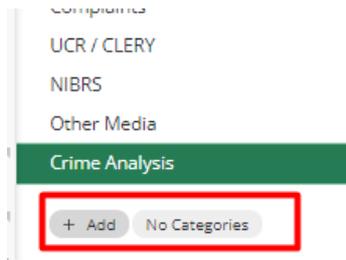
Notes

Sans Serif Normal **B** *I* U A

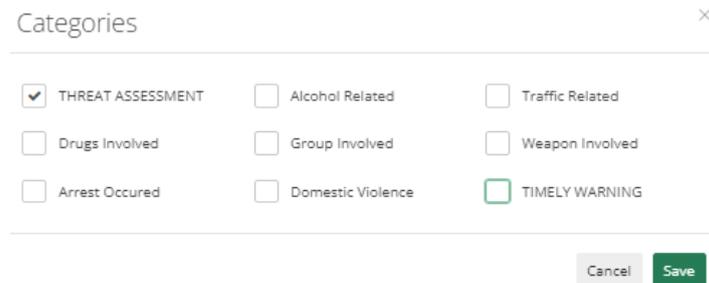
Close
Save

Add Category

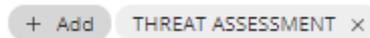
Below Crime Analysis there is an option to Add a Category.



On click of the "Add" Button officer can choose categories from the available options.



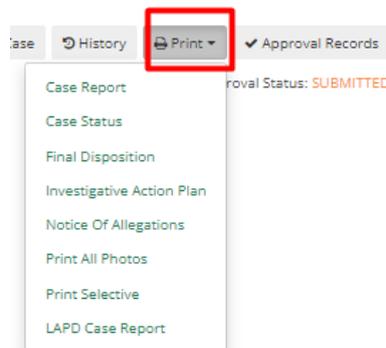
After saving the selection it will be visible beside Add button.



This is used for reporting and Querying in the system.

Print

Officers can print the case by clicking on the top "Print" button. There are multiple options to select from.



Print Option	Description
Case Report	It prints a complete case report, with all the information added by Officer. It can be downloaded. Supplements and all other parts will be printed.
Case Status	Prints out Case Status
Final Disposition	Prints out Final Disposition
Investigative Action Plan	Prints out Investigative Action Plan
Notice Of Allegations	Prints out Notice of Allegations

ARMS Mobile Features

Approval Management

The management section in Case Management allows officers to check if they have received a Case that needs their approval or if their Case is Kicked Back to them.

 Case	 Approval Management
 Supplements	 Follow-up
 Assign for Investigation	 TX NIBRS Data Extract
 Maxient	 Courtyard
 Narrative Template	

It shows Case Log details, Approval Process, and Approval History

Approval Management

[To CSV](#) Found 2 record(s) << < > >>

Type	Number	Action Date	Origin User	Destination User	Last Modified By	Last Modified	Site
Case Log	1807-0079	09/17/2018 11:52	ASHTON, JONES	DEVIN, FOWLER	ASHTON, JONES	09/17/2018 11:52	
Supplement	21-0031	03/09/2022 13:47	ANDY, PATEL	JOHN, DOE	ANDY, PATEL	03/09/2022 13:47	

Case Log details

Number	1807-0079	Date Reported	07/09/2018 08:56
Officer	ASHTON JONES	Status	ACTIVE
Last Modified By	ASHTON JONES	Last Modified Time	09/17/2018 11:52

Approval Process

Take Delete

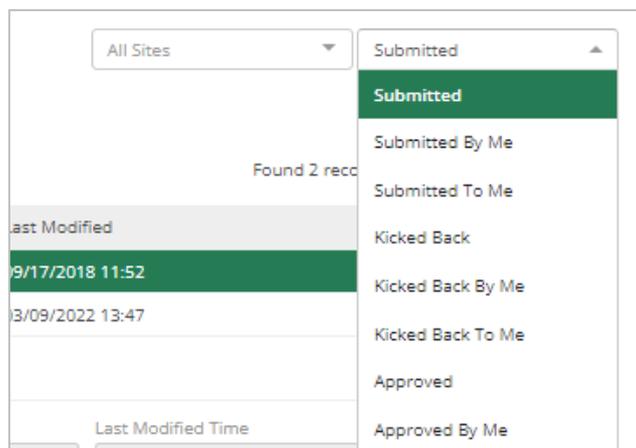
Action Date	09/17/2018 11:52	Action	Submission
Origin User	ASHTON JONES	Destination User	DEVIN FOWLER
Last Modified By	ASHTON JONES	Last Modified Time	09/17/2018 11:52

Plain Notes

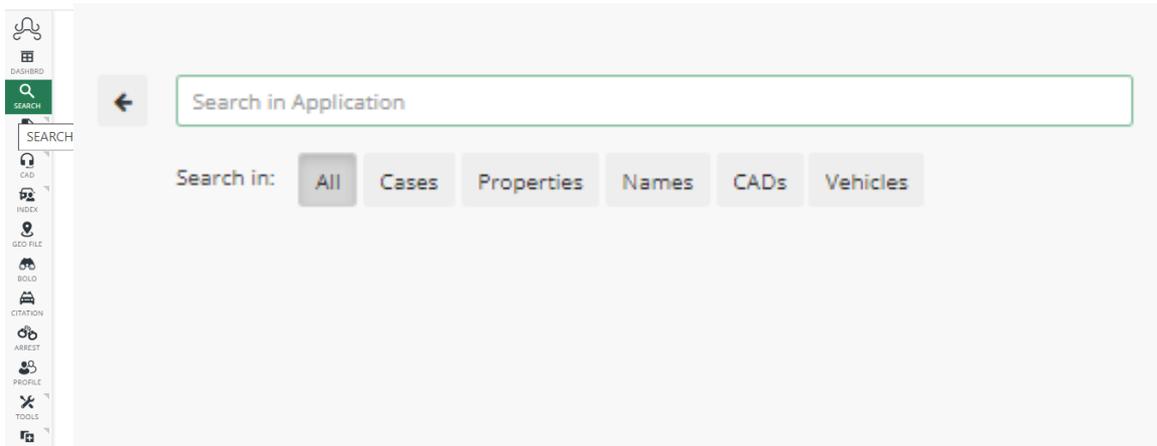
Approval History

Action Date	Action	Origin User	Destination User	Last Modified By	Last Modified Time	Report
09/17/2018 11:52	Submission	ASHTON JONES	DEVIN FOWLER	ASHTON JONES	09/17/2018 11:52	

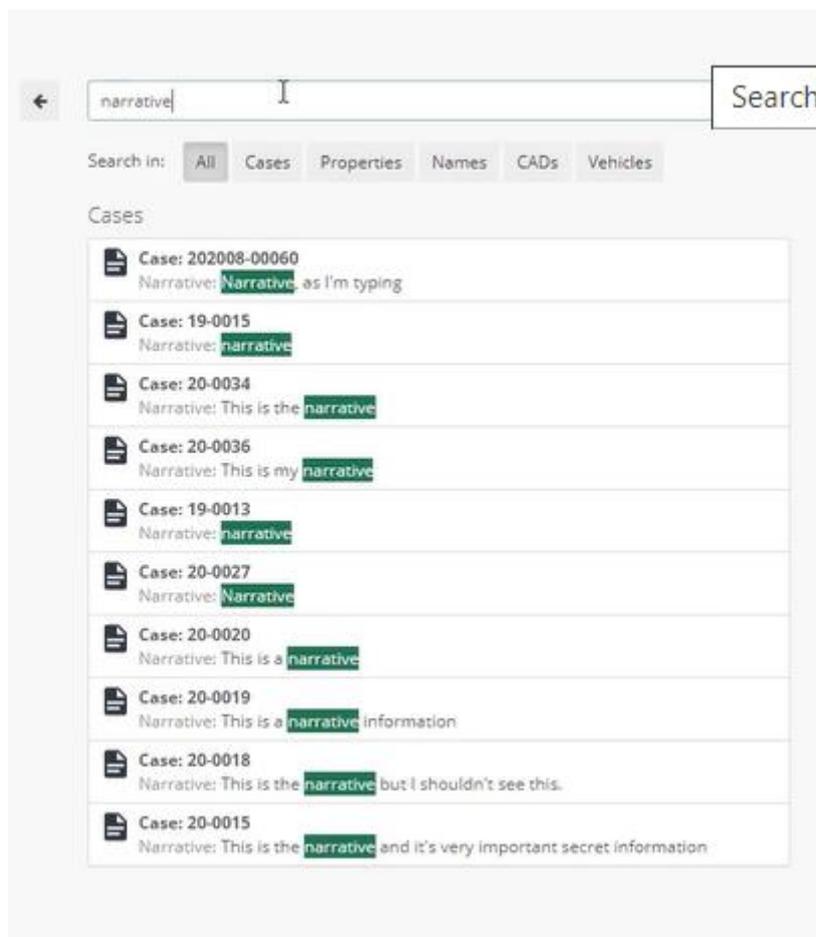
Officers can see cases as per Site or Submission type. These filters have multiple options to choose from.



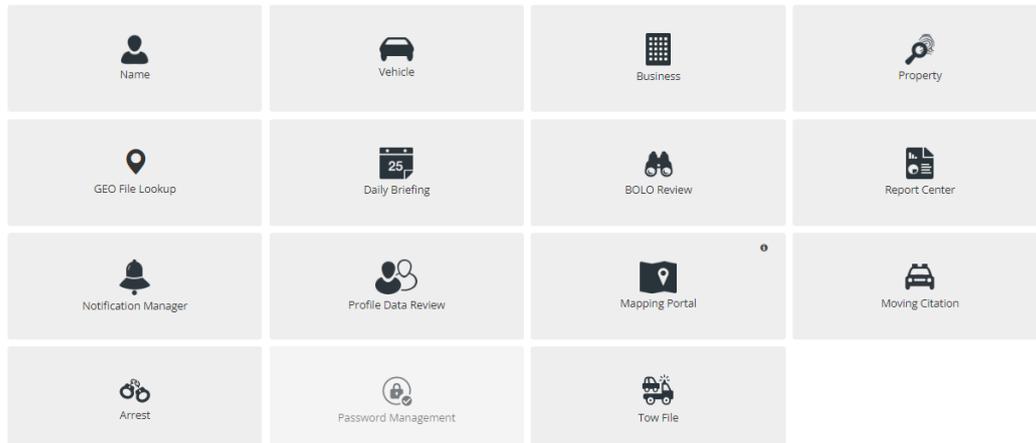
Search Features



This allows you to Search by Cases, Properties, Names, CADs, and Vehicles. It can also allow searching by Narrative. If the officer knows some detail about the narrative, then they can search by that. On clicking on any section in the search result, it will bring Officer to that section.

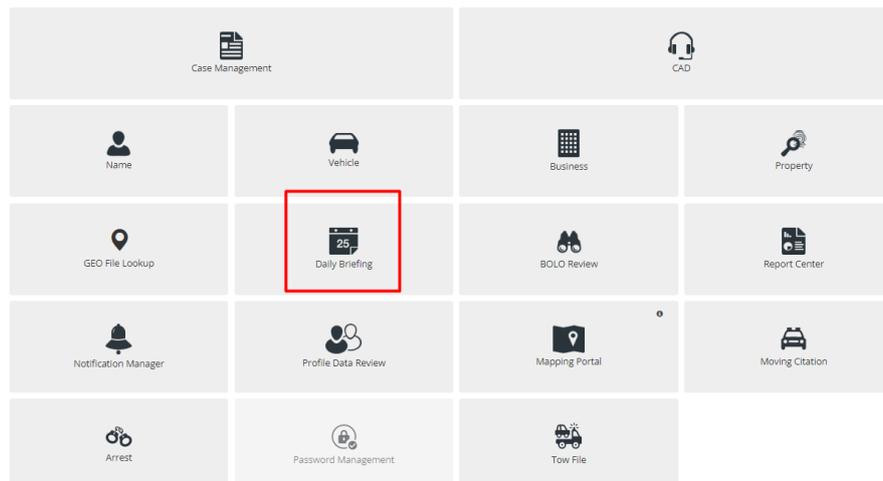


Each tile on the home screen has separate search options in it. Names, Vehicle, Business, Property, Geo File Lookup, etc.



Daily Briefing

The daily Briefing tab displays the briefing report. By clicking on this tab, officers can see what has happened according to the date range they added, or of the Last 24 hours or Last 48 hours.



There is also the option to filter by Report type or by Site. Officers can view the search results in List View or Detail View.

In Daily Briefings, officers can view crime codes for CAD reports and case reports that have been marked for viewing by department admins.

Department Briefing Report

Date Filter: Date From: Date To: Report Type:

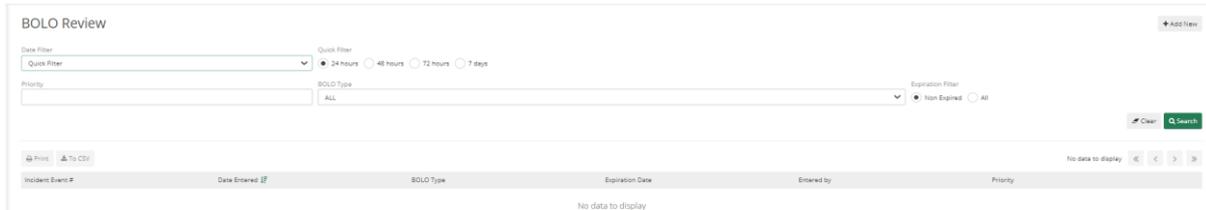
Site:

No data to display << < > >>

BOLO Review

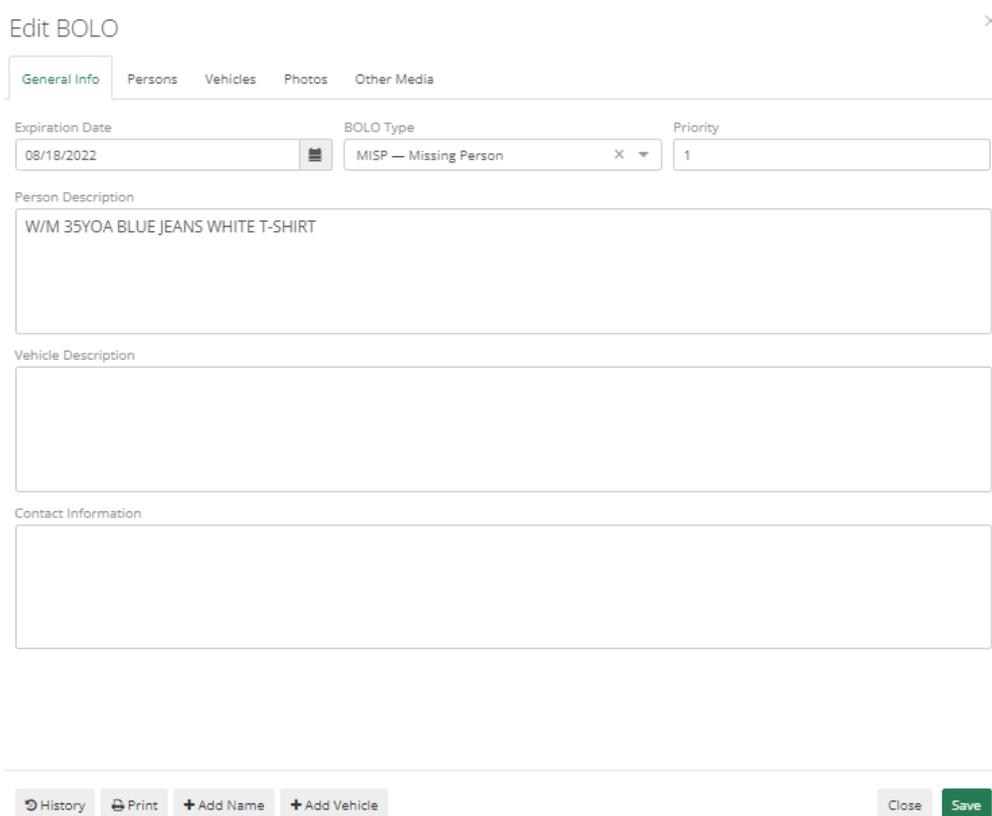
Bolo Review is an option for officers to see if any BOLO (Be on Lookout) has been added by the Dispatchers. This is a way to review anything that an Officer should be on the lookout for.

Officers can search by Date Filter, BOLO Type, Priority, and Expiration Filter. Date Filter has three options Quick Filter, Exact Date, and Date Range. Officers can search by Quick Filter i.e. by 24 hours, 48 hours, 72 hours, or 7 days.



The screenshot shows the 'BOLO Review' search interface. It includes a 'Date Filter' dropdown set to 'Quick Filter', with radio buttons for '24 hours', '48 hours', '72 hours', and '7 days'. There are also fields for 'Priority', 'BOLO Type' (set to 'All'), and 'Expiration Filter' (set to 'Non Expired'). A 'Search' button is visible. Below the filters is a table header with columns: Incident Event #, Date Entered (if), BOLO Type, Expiration Date, Entered by, and Priority. The table content is empty, displaying 'No data to display'.

Double-clicking BOLO from the search result displays all the details added by the dispatcher regarding that BOLO. Like General Info, Persons, Vehicles, and Other Media.

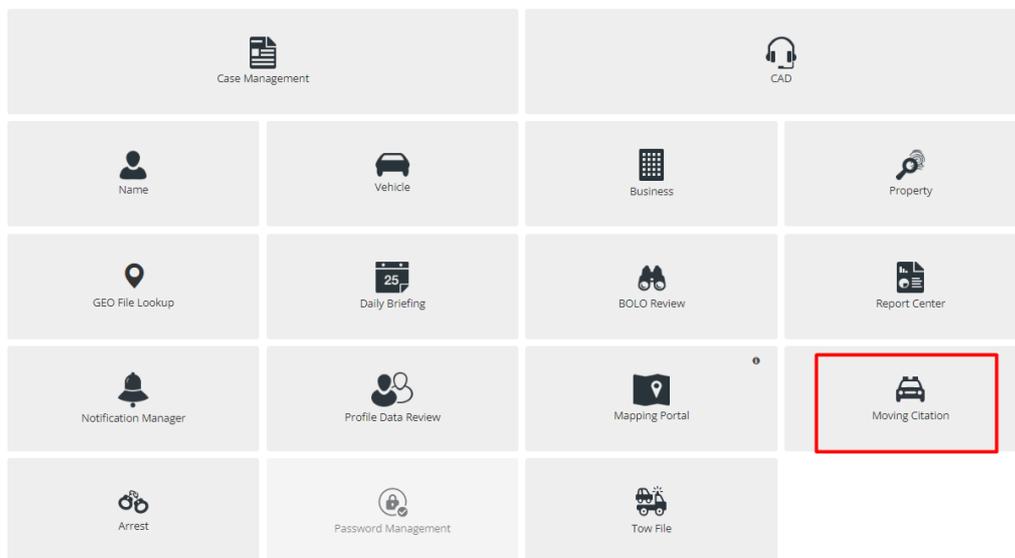


The screenshot shows the 'Edit BOLO' form with a close button (X) in the top right corner. The form has tabs for 'General Info', 'Persons', 'Vehicles', 'Photos', and 'Other Media'. The 'General Info' tab is active and contains the following fields:

- Expiration Date:** 08/18/2022
- BOLO Type:** MISP — Missing Person
- Priority:** 1
- Person Description:** W/M 35YOA BLUE JEANS WHITE T-SHIRT
- Vehicle Description:** (Empty text area)
- Contact Information:** (Empty text area)

At the bottom of the form, there are buttons for 'History', 'Print', '+ Add Name', '+ Add Vehicle', 'Close', and 'Save'.

Moving Citations and Profile Data



As with all other tabs in ARMS, Moving Citation also have a search on the top and adds a new button. Add new button allows the officer to add new moving citation details and by searching, Officer can search from the existing data.

Moving Citation + Add New

1 - 10 of 119 items

Citation Number	Citation Type	Date	Primary Charge	Officer	Person Last Name	Person First Name	Vehicle	Site
22-123456	MOVING	07/18/2022 15:12	EXPE	JOSHUA DOMING	KING	TEJER		
J01123	MOVING	06/01/2022 15:09	CAREL	HOLD HOLD	WIRTH	JAYSON	ABC123 MS	UM OHIO RD MS
E280602022	CIVIL	05/27/2022 15:35		ANDY PATEL	COOK	RYAN		
APPE372	MOVING	02/21/2022 11:18		JAYSON WIRTH	WIRTH	JAYSON		UM OHIO RD MS
	MOVING	02/17/2022 10:31	SPEED	DEVIN POWLER	SMITH	JOHN	ABC123 MS	UM OHIO RD MS
	MOVING	02/16/2022 18:15	SPEED	DEVIN POWLER	SMITH	JOHN	ABC123 MS	UM OHIO RD MS
	MOVING	02/16/2022 09:57	SPEED	DEVIN POWLER	SMITH	HARVEY	ABC123 MS	UM OHIO RD MS
	MOVING	02/04/2022 13:05	SPEED	DEVIN POWLER	SMITH	ANTHONY	ABC123 TN	UM OHIO RD MS
23232	CRIMINAL	02/01/2022 08:15	HOLD HOLD	HOLD HOLD	DONUT	DONUT	TEST12 CD	
R027077	CIVIL	10/19/2021 13:49		ANDY PATEL	TEST	TEST2	ANDY123 AL	

It contains all the fields required to gather information regarding moving citations. The first tab is for General which contains general info like Citation Type, Reference #, Date, Citation #, Officer, Common Name, Street#, Street Name, City, State, Zip, Country, MPH, Zone, Road Type, Road Citation, Visibility, Void, Court Date and Notes. The person tab can be used to add person details that were involved, the vehicle tab can be used to add Vehicle details, the charges tab allows one to enter charges related to that citation, and the Tow tab to add Tow information if there are any.

Edit Moving Citation

General Person 1 Vehicle Charges 1 Profile Data 1 Tow

Citation Type: MOV — MOVING Reference #

Date: 07/18/2022 15:12 Citation #: 22-123456

Officer: JOSHUA DOWNS

Common Name: 1 TERRACE ONE Street #: Street Name: MAP

City: State: Zip: County:

MPH: Zone: Road Type: Road Condition:

Visibility: Void: Court Date:

Notes

History Print Close Save

Profile Data

It is possible that some departments do not report Profile Data, so this section may not apply to all departments. The Profile Data can be added to a Case, CAD Event, or Field Interview. ARMS default settings keep it in Moving Citation or a Field Interview, it can be turned on by Admin, by changing it from System Defaults. But it's good practice to keep it in Moving Citation to avoid duplicity.

Edit Moving Citation

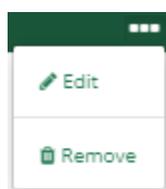
General Person 1 Vehicle Charges 1 Profile Data 1 Tow

+ Add Profile Data

Found 1 record(s)

Date / Time	Race	Ethnicity	Sex	Gender
07/18/2022	White	Non - Hispanic	MALE	...

Officers can edit profile data, by clicking three dots at the end. It has Edit and Removes option.



All basic information to report profile data is in the first tab i.e., Stop Information.

Editing Profile Data ×

Stop Information Vehicle Information Driver Information Search Information

Date: 07/18/2022 15:14 Officer: JOSHUA DOWNS

Type of Contact: NON-AFFILIATED Violation Resulting in Stop: EXCESSIVE SPEED FOR CONDITIONS

Reason for Stop: MOVING TRAFFIC VIOLATION Results of Stop: CITATION ISSUED

Location: 1 TERRACE ONE Floor:

Street Name: Street #: Apt/Suite Nbr:

Building: Location Detail:

Approximate Location: N/A

Bodily Injury Resulted from Physical Force

Resulting in Body Injury To:

Suspect Officer Both

[History](#) [Print](#) [Close](#) [Save](#)

If some required dropdowns do not show any data, then the department admin has to add data to that list by going to Code List.

Added Profile Data can be reviewed by navigating to the "Profile Data Review" tab from Home Screen.

