



Profile Data Workbook

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Setup

System Defaults

Go to the Setup Menu and go into the System Defaults module. Then select the Misc. tab and there you will find the Access to Profile Data Window field.

Department Info

General	Auto Reset Numbers
License	Case
Case Setup	YEARLY
CAD Setup	CAD
Arrests	YEARLY
Property/Evidence	Event Tracke
Misc.	YEARLY
	Access to Profile Data Window
	<input type="checkbox"/> CAD
	<input type="checkbox"/> Case Management
	<input checked="" type="checkbox"/> Citations
	<input checked="" type="checkbox"/> Interviews
	Other
	Default Report Viewer Directory

Here you can choose to have the ability to add Profile Data through CAD, Case Management, Citations, or Interviews. We recommend only adding Profile Data to Citations or Interviews to keep from having duplicate Profile Data information entered.

Code List

You can set up your Profile Data codes by going to the Setup Menu and go into the Code List module. There you can select the category as Profile Data and the subcategories are the codes that will need to be setup.

Below are some examples of the codes that you can put into your Profile Data code fields. To find out more about where these codes are entered, go down to the Data Entry section of this document.

Subcategory	Code	Description
Action Taken at Stop	AR	Arrest
	CI	Citation
	CIA	Citation and Arrest
	NA	No Action
	VW	Verbal Warning
	WW	Written Warning
	WWA	Written Warning and Arrest
Approximate Location	CR	County Road
	CS	City Street
	PO	Private Property or Other
	SH	State Hwy
	UH	US Hwy
Arrest Based On	OW	Outstanding Warrant
	VCO	Violation of City Ordinance
	VPC	Violation of Penal Code
	VTL	Violation of Traffic Law
Contraband Type	AL	Alcohol
	CU	Currency
	DR	Drugs
	O	Other
	SP	Stolen Property
	WE	Weapons

Subcategory	Code	Description
Probably Cause of Search	CN	Consent
	CO	Contraband
	IA	Incident to Arrest
	IN	Inventory
Reason for Stop	PB	Probable
	PK	Pre-Existing Knowledge
	TV	Moving Traffic Violation
	VE	Vehicle Traffic Violation
Search	VL	Violation of Law
	CO	Consensual
	EC	Exigent Circumstances
	NC	Nonconsensual
Type of Contact	WA	Warrant
	BP	Bike Patrol
	CP	Car Patrol
	FP	Foot Patrol
What Searched For	O	Other
	P	Person
	V	Vehicle



Data Entry

There are 4 different ways to enter the Profile Data information. In this document we will cover the process for entering this information into a Moving Violation, and that information will also cover how to add Profile Data to a Field Interview, CAD Event, and Case.

To add Profile Data to a Moving Citation, you'll need to add a Moving Citation to a person either through the Names module, a Case Report, a CAD Event, or through the Moving Citation module. When adding a Moving Citation, you'll see a tab at the top labeled "Profile Data".

Edit Moving Citation ×

General Info Person Vehicle Charges Profile Data Tow

Citation Type: Date:

Citation #: Officer:

Common Name: Street #: Street Name: MAP

City: State: Zip: County:

Stop Information

When adding Profile Data, the first section of information you'll need to fill out is the Stop Information. This is the information regarding the Date, Officer, Type of Contact, Violation Resulting in Stop and the Reason for Stop, Location Address, and Approximate Location.

Editing Profile Data

×

Stop Information

Vehicle Information

Driver Information

Search Information

Date

Officer

Type of Contact

Violation Resulting in Stop

Reason for Stop

Results of Stop

Location

Floor

Street Name

Street #

Apt/Suite Nbr

Building

Location Detail

Approximate Location

Print

Close

Save

Afterward, the next tab is adding the Vehicle Information for the vehicle involved. There are not Profile Data specific fields for that section.



Driver Information

The third section of information you'll need to fill out is the Driver Information. This is the information regarding whether the person lives in this country, if the officer was able to identify the person's race before stopping them, the name information, age, sex, race, and ethnicity. Also, if the person was arrested, check the box and list what they were arrested for, what the arrest was based on, and check the box if any bodily injuries resulted from any physical force during the stop.

Editing Profile Data ×

Stop Information Vehicle Information **Driver Information** Search Information

Lives In Country Race Identifiable Prior To Stop

Person: SMITH JOHN DOB: 11/11/1986

Race: WHITE Sex: MALE Ethnicity: NOT HISPANIC OR LATINC

Arrested For: DRUGS - NARCOTICS VIOLATIONS Age: 33

Arrest Based On: VIOLATION OF PENAL CODE

Bodily Injury Resulted from Physical Force

Search Information

If a search was conducted during this stop, you'll need to enter if there were any passengers and if they were searched and/or arrested. Then list the probable cause of the search, duration of the stop in minutes, the type of search conducted, what was searched (person/vehicle), and if any contraband was seized and what type.

Editing Profile Data ×

Stop Information

Vehicle Information

Driver Information

Search Information

Passenger Searched Passenger Arrested

Probable Cause of Search

Duration of Stop (min)

Passenger Count

CONTRABAND

25

0

Type of Search

What Was Searched

CONSENSUAL

VEHICLE

Type of Seized Contraband

DRUGS

 Print

Close

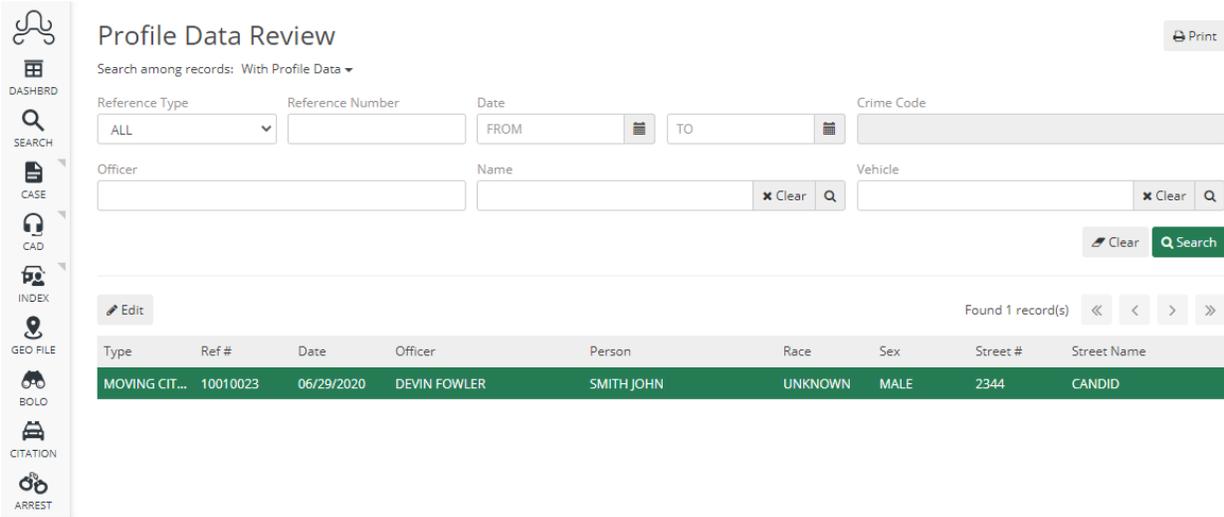
Save

Reporting

Profile Data Review

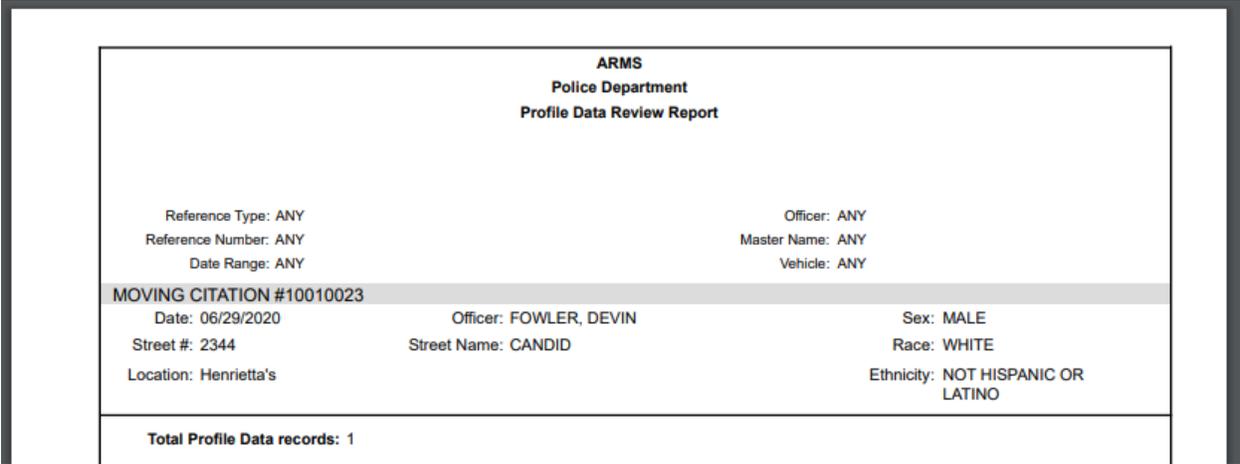
On the ARMS Mobile Home Screen, you'll find the Profile Data Review module.

In there you, can search through all the Profile Data entries in the system and customize your search based on the given filters.



The screenshot shows the ARMS mobile interface for Profile Data Review. It includes a search bar with filters for Reference Type (set to ALL), Reference Number, Date (FROM/TO), and Crime Code. Below are fields for Officer Name and Vehicle, each with a 'Clear' button and a search icon. A 'Search' button is at the bottom right. A table below shows one record: MOVING CITATION #10010023, dated 06/29/2020, by Officer DEVIN FOWLER, for Person SMITH JOHN, Race UNKNOWN, Sex MALE, at Street # 2344, Street Name CANDID.

You can print a report of your search by clicking "Print".



The screenshot shows a printed report titled "ARMS Police Department Profile Data Review Report". It lists search filters: Reference Type: ANY, Reference Number: ANY, Date Range: ANY, Officer: ANY, Master Name: ANY, and Vehicle: ANY. The main record is: MOVING CITATION #10010023, Date: 06/29/2020, Officer: FOWLER, DEVIN, Sex: MALE, Street #: 2344, Street Name: CANDID, Location: Henrietta's, Race: WHITE, and Ethnicity: NOT HISPANIC OR LATINO. At the bottom, it states "Total Profile Data records: 1".



You can also go into the individual Profile Data entries by double-clicking on them and print out the individual reports for them.

ARMS Police Department Profile Data Detail			
Stop Information			
Date :	06/29/2020	Officer :	FOWLER, DEVIN
Time :	09:07	Citation Reference # :	10010023
Type of Contact :	Car Patrol	Violation Resulting in Stop :	SPEED Speeding Vehicle
Location :	HEN		Henrietta's
Street Nbr :	2344	Street :	CANDID
Floor :	123	Building :	
Apt/Suit Nbr :	1234567890	Location Detail :	
Approximate Loc :	City Street		
Reason for Stop :	Moving Traffic Violation	Result of Stop :	Citation and Arrest
Vehicle License :	ABC123		
State :	MA	Make :	HONDA
Veh Year :		Model :	CIVIC, CIVIC DEL SOL
VIN :			
Driver Information			
Race Identifiable Prior to Stop :	NO	Lives in County :	YES
Race :	WHITE	Sex :	MALE
Ethnicity :	NOT HISPANIC OR LATINO	DOB :	11/11/1986
Age :	33	Arrested :	YES
Arrested For :	DRUGNAR		Drugs - Narcotics Violations
Arrest Based On :	Violation of Penal Code		
Bodily Injury Resulting From Physical Force :			NO
Search Information			
Probable Cause for Search :	Contraband	Type of Search :	Consensual
Duration of Stop (minutes) :	25	What was Searched :	Vehicle
Contraband Seized :	YES	Passenger Searched :	NO
Passenger Count :	0	Passenger Arrested :	NO
Type of Contraband :	Drugs		



Report Center

In Report Center, there is a tab for creating your own custom Profile Data reports.

- > Arrest
- > CAD
- > Case Management
- > Clery Statistics
- > Crime Analysis
- > Field Interview
- > Geo File
- > Master Name
- > Moving Citation
- > NIBRS
- > Parking
- > Performance and Analysis
- ✓ Profile Data
 - ✓ Custom Reports
 - Add New Report
- > Property/Evidence
- > Restraining Order
- > Trespass

Recently Accessed

- Webinar Incident Report
CAD Reports, June 23, 2020
- Summary.Graphs 2
Summary.Graphs 2
CAD Unit Reports, June 4, 2020
- CLERY Daily Crime Log - Case Management
This Report will print cases with Include in 'Right To Know' crimes.
Fixed Reports, May 18, 2020
- Student Right To Know Report
This will print a count of all the Part1 crimes necessary for the "Right to know" legislation,along with the arrests for Liquor Law,Drug Abuse and Weapon Possession violations.
Fixed Reports, May 18, 2020
- Student Right To Know Hate Crime Report
The report will print Clery Incidents entered in the UCR Review window where a Hate Type value is entered.
Fixed Reports, May 18, 2020

Popular

- Case log by office
Case log by officer
Case Reports, August 7,
- Student Right To Know
This will print a count of all the Part1 crimes necessary for the "R legislation,along with Law,Drug Abuse and violations.
Fixed Reports, May 18,
- Summary. Graphs 2
This report serves to print incidents as graphs
CAD Reports, July 18, 2020
- Evidence Inventory
Evidence Inventory
Fixed Reports, January
- Summary.Graphs 2
Summary.Graphs 2
CAD Unit Reports, June

There you can add your own filters and fields and print that data or export it to a CSV file or PDF document.

- > Arrest
- > CAD
- > Case Management
- > Clery Statistics
- > Crime Analysis
- > Field Interview
- > Geo File
- > Master Name
- > Moving Citation
- > NIBRS
- > Parking
- > Performance and Analysis
- ✓ Profile Data
 - ✓ Custom Reports
 - Add New Report
- > Property/Evidence
- > Restraining Order
- > Trespass

New Report - "Profile Data"

+ Add filter
+ Add Computed filter

Reason for Stop

+ 1 selected

Race

+ 3 selected

Results of Stop

+ 3 selected

Run Report
Save As

Table
Detailed
Pivot

<<
<
>
>>
Found 1 record(s)

Group By
Fields
Export to CSV
Export to PDF

Profile Date	Profile Time	CAD #	Case #	Citation #	First Name	Last Name	Race	Ethnicity	Sex
06/29/20...	09:07	(Empty)	(Empty)	10010023	JOHN	SMITH	WHITE	NOT HIS...	MALE

<<
<
>
>>
Found 1 record(s)

Show

CA RIPA

Overview

The California Racial and Identity Profiling Act (CA RIPA), Assembly Bill (AB) 953 was formed to eliminate racial and identity profiling and improve diversity and racial and identity sensitivity in law enforcement. The California Department of Justice, Office of the Attorney General, has the primary oversight of the RIPA Board.

The RIPA Board developed this stop-data collection process to collect data elements such as:

- Location of stop
- Perceived race or ethnicity of person stopped
- Perceived gender of person stopped
- If the person stopped was perceived to be LGBT
- Reason for stop
- Action taken by the officer during the stop
- and more

To read more on the CA RIPA, click the link below:

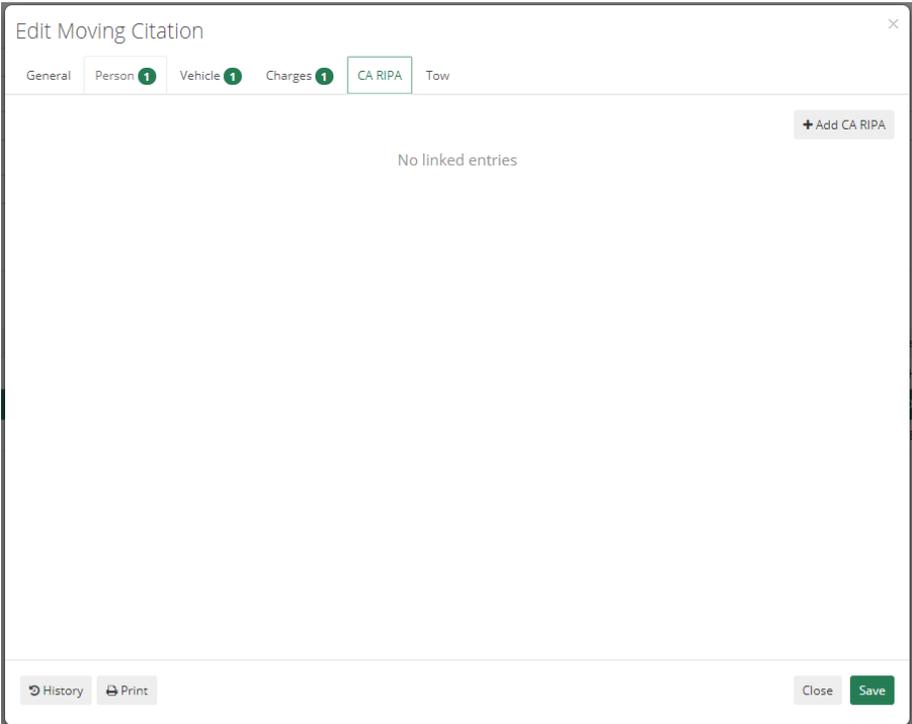
<https://post.ca.gov/Racial-and-Identity-Profiling-Act>

Below is a list of the state's schedule for who should report and when:

- Agencies with 1,000 or more peace officers to issue the first annual report by April 1, 2019.
- Agencies with 667 to 999 peace officers to issue the first annual report by April 1, 2020.
- Agencies with 334 to 666 peace officers to issue their first annual report by April 1, 2022.
- Agencies with 1 to 333 peace officers to issue their first annual report by April 1, 2023.

Data Entry

Once added to your ARMS suite, you can add CA RIPA information to any Moving Citation or Field Interview added to a name in ARMS. Once in the Moving Citation or Field Interview, click on the tab at the top labeled “CA RIPA,” and click add to enter new information.

A screenshot of the 'Edit Moving Citation' interface. The window title is 'Edit Moving Citation' with a close button (X) in the top right corner. Below the title bar is a horizontal tabbed interface with the following tabs: 'General', 'Person' (with a green circle containing the number '1'), 'Vehicle' (with a green circle containing the number '1'), 'Charges' (with a green circle containing the number '1'), 'CA RIPA' (which is currently selected and highlighted with a green border), and 'Tow'. The main content area of the window is mostly empty, with the text 'No linked entries' centered. In the top right corner of this area, there is a button labeled '+ Add CA RIPA'. At the bottom of the window, there is a footer bar containing buttons for 'History', 'Print', 'Close', and 'Save'.



The “add” window has three tabs at the top; Stop Information, Action, and Result of Stop. The form will be auto populated by the data from the initial ARMS Moving Citation or Field Interview, and the remaining data fields will need to be completed. These fields include:

- Duration of the stop
- Location of stop
- Perceived race or ethnicity of person stopped
- Perceived gender of person stopped
- The person stopped perceived to be LGBT
- Perceived age of person stopped
- The person stopped has limited or no English fluency
- Perceived or known disability of person stopped
- Reason for stop
- Stop made in response to a call for service
- Actions taken by officer during stop
- Results of stop
- Officer’s years of experience
- Type of assignment of officer

The screenshot shows the 'Edit CA RIPA' form with the following fields and values:

- Assignment Type:** 1 — Patrol, traffic enforcement, field o... x
- Other Assignment Type:** [Empty]
- Officer:** DEVIN FOWLER x
- Years of Experience:** 6
- Duration of Stop (Minutes):** 15
- Response to Call for Service?:** No Yes
- Reason for Stop:** 1 — Traffic Violation x
- Sub-Category:** 1 — Moving x
- Violation:** Speeding Vehicle x
- Street #:** 233
- Street Name:** CANDID x MAP
- City:** DELTA
- Location Detail:** Highway
- Stop at K-12?:** No Yes
- School Name:** [Empty]
- Perceived Race:** 7 — White x
- Perceived Gender:** 2 — Female x
- Perceived Age:** 40
- Perceived LGBT:** No Yes
- Is Student?:** No Yes
- Limited or No English:** No Yes
- Perceived Disability:** 8 — None x
- Reason for Stop Description:** Speeding Vehicle

Buttons at the bottom: History, Close, Save

NOTE: School Name codes can be added by going to the Code List, Category: RIPA, Subcategory: RIPA – School Name



Reporting

The department can then pull this CA RIPA information by going to the ARMS home screen and clicking on "Profile Data Review," and choosing the "CA RIPA" tile. This will allow the user to search all Moving Citations and Field Interviews with and without CA RIPA information, search by date, officer, or reason for the stop, and allow them to export to CSV file or export a file to submit to SDSC.

Home / CA RIPA Print

CA RIPA

Search among records: With CA RIPA ▾

Reference Type: ALL | Reference Number: | Date From: 03/29/2021 16:15 | Date To: 04/28/2021 16:15 | Reason for Stop: ▾

Officer: ▾ | Export Status: NOT EXPORTED ▾

Clear Search

Edit To CSV Submit to SDSC Found 1 record(s) << < > >>

Type	Reference #	Date	Officer	Person	Race	Sex	Ethnicity	Location	Street #	Street Name	Status
<input checked="" type="checkbox"/> MOVING CITATION	23434343	04/20/2021	DEVIN FOWLER	CHERYL MARCUSSON	ASIAN	FEMALE		Highway	233	CANDID	NOT EXPORTED