

Information Sharing: From Paperless Operations to State/Regional/National Connectivity

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Enhanced Efficiencies from a Paperless Environment



Elk River Police Department
Woodbury Police Department

From Legacy to Paperless

- Using traditional, inflexible records management platform
- Data entry typically two to three months behind, best case – two to three weeks behind
- Redundant entry of same information into multiple systems
- Records unavailable to officers in the field

Moving to Paperless

- A government agency without paper?? Say it isn't so!
- Eight month period following implementation realized a savings of \$17,000 on paper and filing supplies
- Savings of 2.5 FTE in clerical staff time
 - No Filing
 - No scanning
 - No redundant data entry
- Real-time access to ALL staff – Virtual v. Physical case file

Secrets to Success

- Policy, protocol, eliminate from vocabulary – “*but, we’ve always done it that way*”
- ERPD Transition – 4 Days
- Business practice changes in a paperless environment – *Not an easy task*
- Success depends on protocols that match the full capabilities of the paperless system
- Paper – No.....New responsibilities, yes!
- Retraining staff on their roles and responsibilities in data capture and management

Keys to a Successful Implementation

- Leadership
 - From all levels
 - Command staff / supervisor buy-in
- Strong Project Management
 - Enthusiasm for the project
 - Positive get-it-done attitude
- Team approach (agency & vendor working together)
- Flexibility
- Sound communication plan
- Recognition early on that there will be surprises and challenges
- It's never too early to start planning

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