

2018 Dane County Departmental SMART Fund—Round 2

Project Information:

Please provide the following information (take as much space as you need to provide details):

Department: Dane County Sheriff's Office Address: 115 West Doty Street	Total project costs: 4 scanners for warrants and 1 for reception at \$800*5= \$4000
	Funding amount in current budget:\$0
	Funding amount requested:\$4000 (estimated)
Project Title: Warrants Department Desktop Scanners	
Project Location: Support Services, Dane County Public Safety Building	
Project Description: Installation of desktop scanners at five workstations, enabling the adoption of a paperless system of filing for the Warrants Department in the Dane County Sheriff's Office.	

Describe how the proposed project moves the county toward meeting the following Sustainability Principles. (See the guiding questions in the box below.) Responses to this section will be used to determine the relative level of sustainability for each project.

The Dane County Sheriff's Warrants Dept. would like to install 5 scanners for individual work stations which would enable the department to move forward in the adoption of paperless filing of warrants from the courts.

The Warrants Department is moving forward with an electronic process of receiving warrants from the courts via e-mail. This is starting May 29th, 2018. We have created a group mailbox for the staff to share and to check and receive paperwork from the courts entering and withdrawing a warrant. Currently, the Warrants staff make numerous daily runs to the courts to retrieve paper warrants and bring over withdrawals and served warrants. Now by receiving them electronically staff can store the files electronically in a shared program for the booking staff and the warrants staff to access at their individual work stations. Anything received by teletype can be saved and stored in this program as well. When a warrant is served and the paperwork is brought back up to our warrants staff they will be able to scan the signature and again store it electronically.

In the process of starting this transition to electronic filing of warrants, we discovered the backlog of scanning and the closing out paperwork. The staff's current workstation configuration does not allow for the adoption of the electronic filing process on a routine basis. The office currently relies on one network scanner down the hall that all staff on one side of the building utilize. Due to the location of the scanner and numerous staff using it, it is not feasible to adapt to a paperless system for warrants. The one scanner will disrupt not only the workflow of the warrants staff but that of other staff as they will be at the scanner numerous times and for long periods of time. Also, if there is only one staff member working that day they will need to have someone come to their work area numerous times a day to listen for the phones, which is taking another person away from their own work. Desktop scanners would allow the warrants staff to scan their documents without leaving their work stations while also being able to answer calls from the public, other police departments, or our booking areas. Our staff also has to do validations of warrants every month and currently all our paper files of these warrants are two floors down, again taking them away from their work stations. With the accessibility of scanning these warrants and having them saved into this new system the staff will be able to access the information right from their desktops and not have to leave their workstations to grab a paper file. With the department going electronic they will slowly integrate all these paper files electronically, which again would make the desktop scanners ideal for their workflow going forward. This will also create another work space in booking by enabling us to remove the shelving units and filing cabinets currently used to store the 5000+ active warrants.

Adoption of a paperless electronic warrant storage supports all county Sustainability Principles.

- Adoption of a paperless system of storing warrants will reduce county government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances by reducing the amount of copy/printer toner used in the office.
- Adoption of a paperless system of storing warrants will reduce county government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals by the purchase of an Energy Star Qualified scanner that produces lower emissions/pollutants and provides savings on energy bills.
- Adoption of a paperless system of storing warrants will reduce and eventually eliminate county government's contribution to conditions that undermine people's ability to meet their basic human needs through reducing the greenhouse gas and other pollution emissions associated with production of paper used in this process, which will benefit human health. Also, allowing employees to use their time more efficiently or for other important tasks could improve employee experience.
- Adoption of a paperless system of storing warrants will reduce the county government's contribution to encroachment upon nature and harm to life-sustaining ecosystems by greatly reducing the amount of paper produced used in the office to print the warrant and all the supporting documents. Please see the 2nd attachment with the Paper Calculator chart to see the lifecycle environmental impact of current paper use.

Include in your description any estimated reductions of GHGs / CO2 equivalent emissions related to your proposal. Please use the following calculator to do this: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html>

Describe how the proposal furthers implementation of the Dane County Government Sustainable Operations Plan goals, objectives, and strategies in your department and/or countywide. Please identify specific plan goals, objectives, and strategies accomplished.

In 2017, we processed 4,311 warrants, 1,013 withdrawals, 15 detainers, and served 2,584 warrants. Our current practice is to print off a copy of the warrant, a copy of a criminal complaint, the queries that are run, any teletype communications, civil process paperwork for out-of-county pick ups, and to create a paper file for all of these documents.. A file can consist of 10 pages to 30 pages of paper. We are moving towards only printing a copy of the warrant when someone is picked up and they have to sign the warrant. The warrant will be saved in the Spillman system and booking staff will be able to go in and print only the necessary documents that need signatures. If a warrant is withdrawn we will not have to print the warrant, but instead only 1 page of a withdrawal slip that will need to be returned to the courts. This new process is starting effective May 29th, 2018. Currently we have 5,153 active warrants and paper files for all of these warrants and their extra paperwork. Conservatively with the 7,923 warrants, withdrawals, detainers, etc. multiplied by an average of 20 pieces of paper printed, this would save us 158,460 extra pieces of paper a year. The goal is to go paperless in as many areas as we can in the future and we are working with our partners within the courts in the next phase to be able to send the signed warrant back electronically as well. We continue to meet and brainstorm ideas on how we can create less physical paper and more involvement with e-mailing documents and storing them electronically.

The 1584.60lbs of paper annually on which these calculations are based (1584.6lbs) is based on the estimated number of sheets of paper used (158,460) divided by 500 (sheets per box) multiplied by 20lbs (weight per 500 sheet box of 20lb copy paper). The baseline paper uses 3 tons of wood, made from about 19 trees, it would also save 2lbs of hazardous air pollutants, 2lbs of volatile Organic Compounds, 4438lbs CO2 equivalent of Greenhouse gases and more to help the environment. Please see the 2nd attachment with the Paper Calculator that breaks down the environmental impact of what we currently would save. *Environmental Paper Network calculator: <http://c.environmentalpaper.org/home>

Describe how the county might build upon the outcomes of the proposed project to work toward greater sustainability.

Next steps: We currently have over 5000 active warrant files on shelving units in the booking area. These files will slowly get scanned into our new system and this will save on space and make it more accessible for all staff, no matter where they are located, to access the warrant or documents electronically. The end goal is not to print warrants or other documentation that can be saved and stored electronically. We will be working with the courts on served warrants and withdrawal slips to hopefully be able to accept those electronically vs physical copies in the future. The scanners will still be useful when the project is complete in scanning all past warrants as we will still need them for scanning documentation with the validations we do monthly for warrants.

Does the proposed project include a strong sustainability education component? If yes, describe the educational component, who it will reach, and how it will be communicated.

Technology is such a crucial part in the workplace that any business without some level of technical savvy will likely fail. I believe there is an educational component as technology is ever changing and this pilot will increase staff's proficiency with the technology of scanners, pdf files, uploading files, and sending files electronically. This will increase their knowledge and education in new systems and can encourage innovation and creativity for the staff in their future endeavors.

Does the proposed project pilot an innovative new sustainability-advancing technology in county operations and can it be demonstrated by the applicant department to hold promise for additional future applications in county facilities? If yes, describe the elements of the innovative technology being proposed.

Yes, I believe this pilot will create more initiative for further exploration of electronic documentation between the Sheriff's Office and the Courts. I think these steps can move us toward having the courts accept electronic documentation for filings in regards to served warrants, withdrawn warrants, etc.

Describe how your department will track and measure outcomes of the proposed project (i.e., annual cost savings, annual energy savings, resource use reductions, maintenance reductions, etc.). Include a timeline for measurement and reporting outcomes, and the staff member contact who is responsible for conducting the tracking and measurement and reporting back.

This effort will be tracked in the Support Services Budget Line for Printing and Services by the Support Services Administrative Manager.

Based on a quote from Printing and Services for a box of copy paper (approximately \$34.00) combined with the estimated use of 31 boxes of copy paper per year we would save \$1054.00 dollars a year from the warrants department usage. Also, based on previous cost from Staples, the cost of a box of manila file folders (approximately \$19.71) combined with the estimated use of 33 boxes of file folders per year we would save \$650.43 dollars a year. The money saved would cover the cost of the scanners in less than 2.4 years.

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