

Chiefs Conference November 2008

Corrections Software Solutions

Taylor County CSCD

Paperless Office Presentation

Setting up for Paperless Office

- Purchase Scanners (only requirement is that they are TWAIN compliant)
 - Average price of scanner required is \$500
 - Taylor County has scanners located at intake, court unit and mailroom
 - Scanner will come with software to be loaded on the pc the device is connected to
 - All pc's in the office will need Acrobat Reader (free product) if they will access and review the documents
- Designate a computer in the office to be the Scanning server
 - A pc with Microsoft Office Professional
 - External device USB

How to get to a Paperless Office

- Documents from Court (conditions, offense reports, judgments) are scanned into the file
 - Originals are always kept with the court, so scanned and shredded documents are not originals
- Outside correspondence is given to the line officer as normal
 - If relevant information, the paperwork is then given to the Scanning Secretary to scan then shred
 - If not considered relevant paperwork that has to be scanned, then it is shredded by the officer after being documented into the system
- When the Court Officers return from court with filed documents there is a court secretary that scans them into the system
 - The court officer then emails the line officer and lets them know of the court proceedings.
 - The line officer can view the scanned document if necessary

Accessibility of Outside Agencies

- Any pc/laptop located on the same network as the CSCD can access and review scanned documents
- Taylor County has two methods of connecting offices outside of the network to the Server
 - There is currently a fiber connection from the CSCD to the Courthouse so a firewall was installed which enabled the entire courthouse to connect in
 - A VPN connection can also be established so that any outside pc/laptop can connect in
 - Callahan and Coleman offices
 - CJAD ability to connect in from Austin

Interface with ICOTS

- Scan all documents from court and save as PDF files
 - if saved as TIF they can be converted later to PDF
- Store digital picture of the offender
 - taken thru webcam, digital camera, or copied from browsing network of county
- If defendant is transferred out of state
 - The documents/picture can be called up thru CSS, and then saved to the local pc
 - From ICOTS webpage, the user will click the 'Upload' button

Benefits of Paperless other than Costs

- Accessibility to all information regarding a case while in Court
 - Regardless of prior notification from the Court
- Office space for active casefiles is eliminated
- Storage space for closed casefiles is eliminated
- Notes screen is used for communication between employees

Costs

- Average of 2 file cabinets per officer at 40 line officers
- File folders for average 150 new case per mo
- 3,028 documents printed to offenders per mo, 2nd copy for file not needed
- 4,231 office visits per month
- Office space savings per year for extra room utilized from file cabinets
- Savings to county/CSCD for file cabinets/storage space for closed files
- Savings to County for not having to archive/microfish dead files
- $160.00\text{ea} \times 80 = \$12,800$
- $3.69\text{ea} \times 12 \times 150 = \$6,642$
- $.006 \text{ ea} \times 12 \times 2300 = \218
- $.006\text{ea} \times 12 \times 4,231 = \305
- Costs of square footage??
- Costs of file cabinets/square footage??
- Cost of employee??

Questions
Closing