

# Paperless Environment

Yea Right!!!

Cheryl Shanaberger, MPA, CPPO

Florida Sheriffs Association

[Cheryls@cityofpsl.com](mailto:Cheryls@cityofpsl.com)

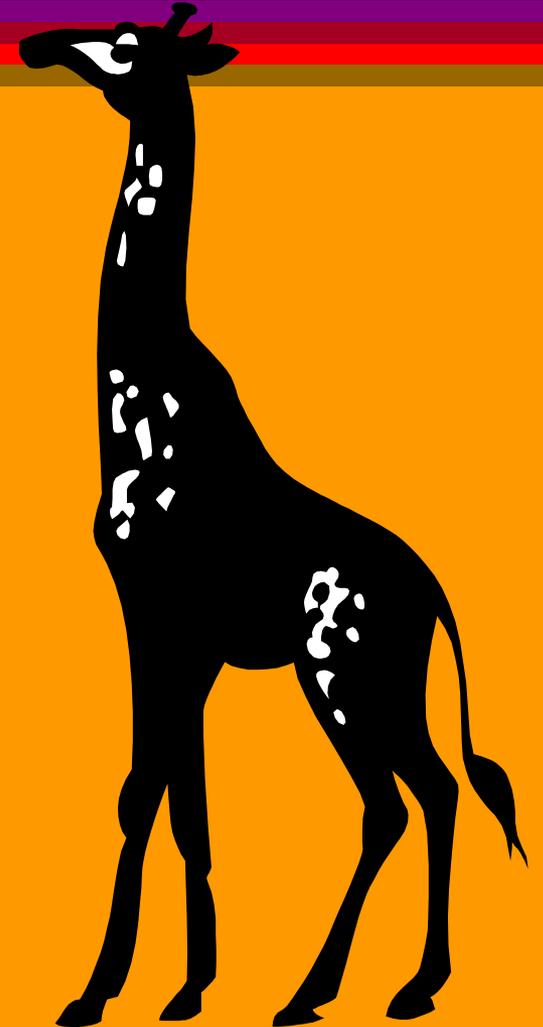
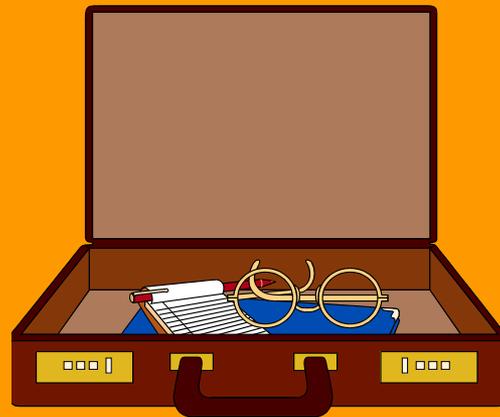
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# Change

Write down the 3 things that creates problems when you are required to implement a new process or you have been directed to make a change in your process.

How do you put a giraffe  
in a brief case?



# Perspective

- Open lid
- Put in giraffe
- Close lid



Best Practices for

Implementation of  
new procedures

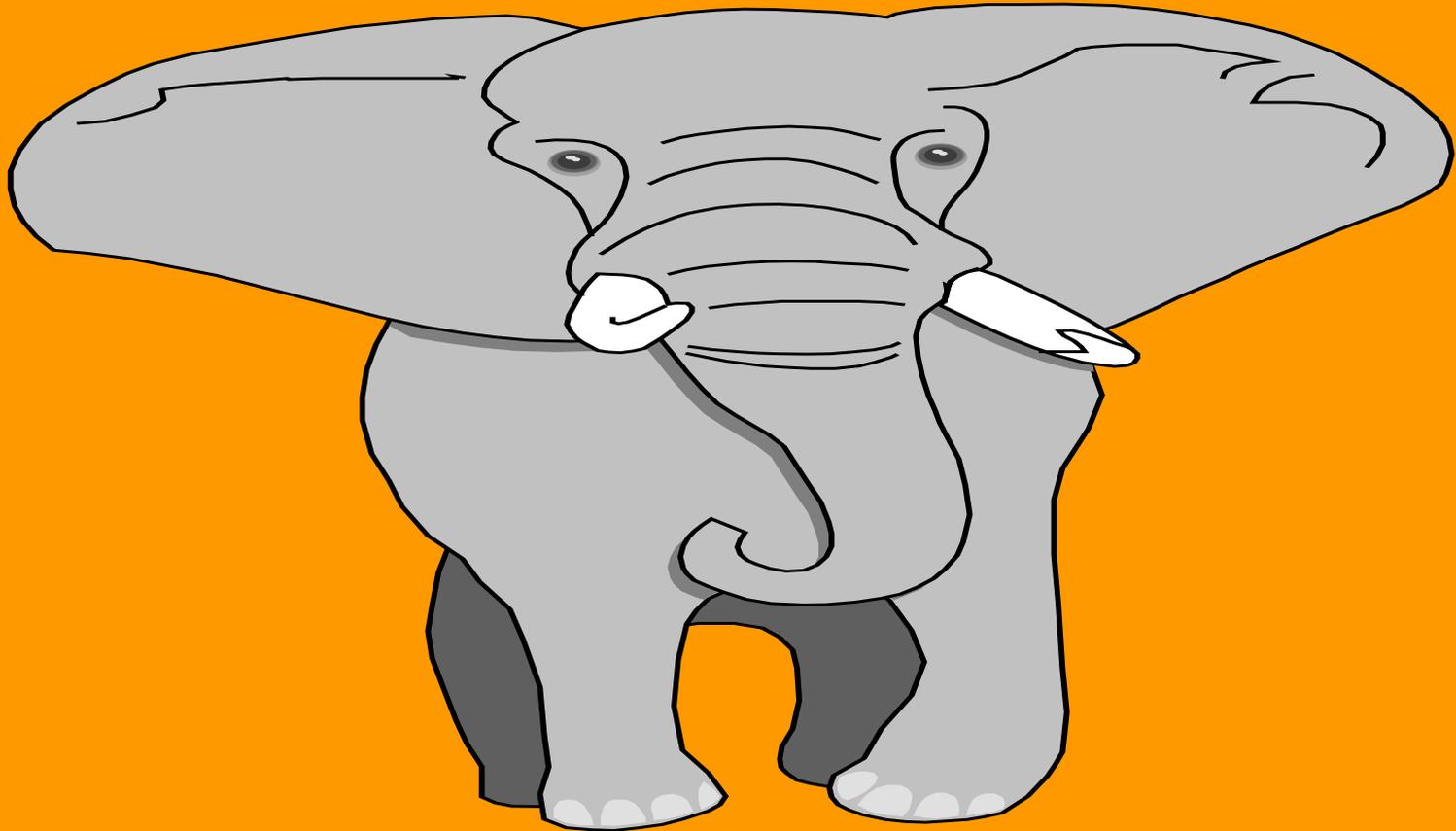
# Paperless Reports?

- Step one is to outline the pros and cons
- You must be an advocate- a believer
- Do a cost analysis
- Review current process step by step to determine committee members
- Consider including citizens
- Equipment that will be needed

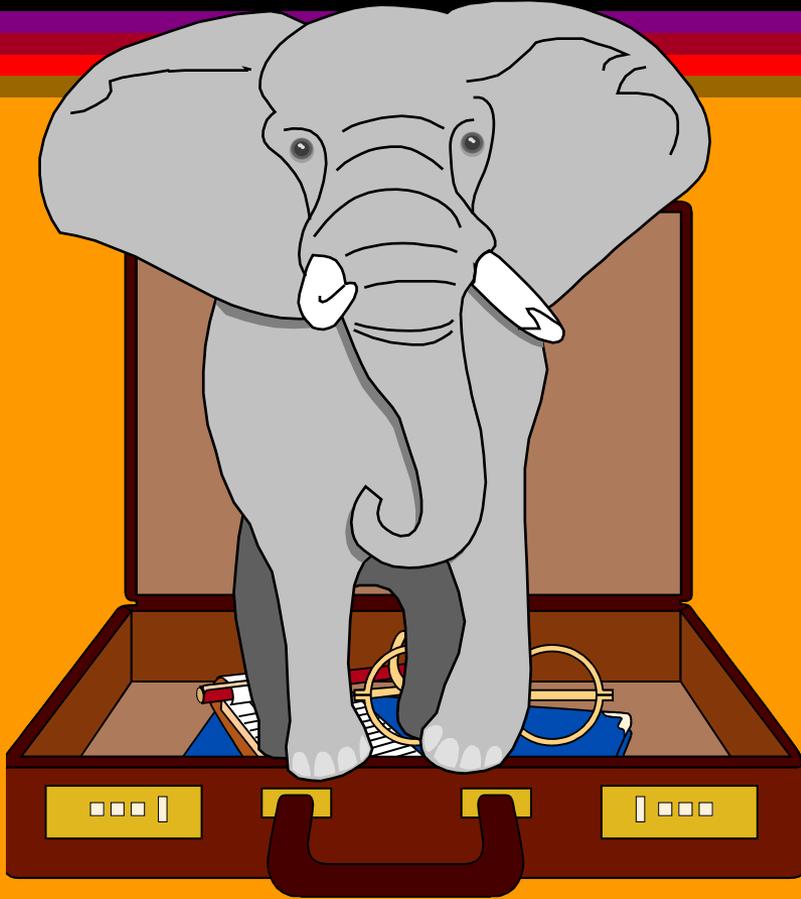
# Do

- Evaluate current process
- All “main” players on committee
- Set strategic and long term goals
- Understand and have answers for all the negatives
- Write policy & procedures
- Set disciplinary action????

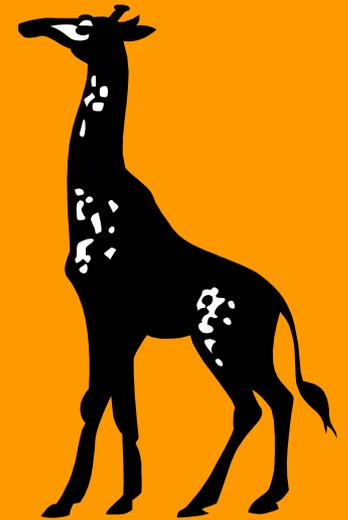
How do you put an  
elephant in a briefcase?



# Perspective



- Open case
- Take out Giraffe
- Put in Elephant
- Close lid



# Successful Program

- Official endorsement
- Internal champion
- Strong administrator
- Re-engineer procedures
- Policy manual or guidelines
- Organization plan
- Mandatory program

# Successful Programs

- Pilot program
- User driven
- Implementation Training and Continuous Training
- Integrate with software & equipment
- Continuous training
- Monitor

The Lion King is hosting  
an animal conference.

All the animals attend  
except one.

Which animal does not  
attend?



The elephant.

He is still in the briefcase.

# Don't

- Change report flow
- Introduce too many process changes
- Introduce too many steps



There is a crocodile  
infested river with no  
bridge.

How do you get across?

# Swim!



All the crocodiles are at  
the Lion King's meeting.

# Potential

- Successful projects that introduce change that is acceptable and appreciated by all stake holders



Questions??????

