

Paperless Environment

Yea Right!!!

Cheryl Shanaberger, MPA, CPPO

Florida Sheriffs Association

Cheryls@cityofpsl.com

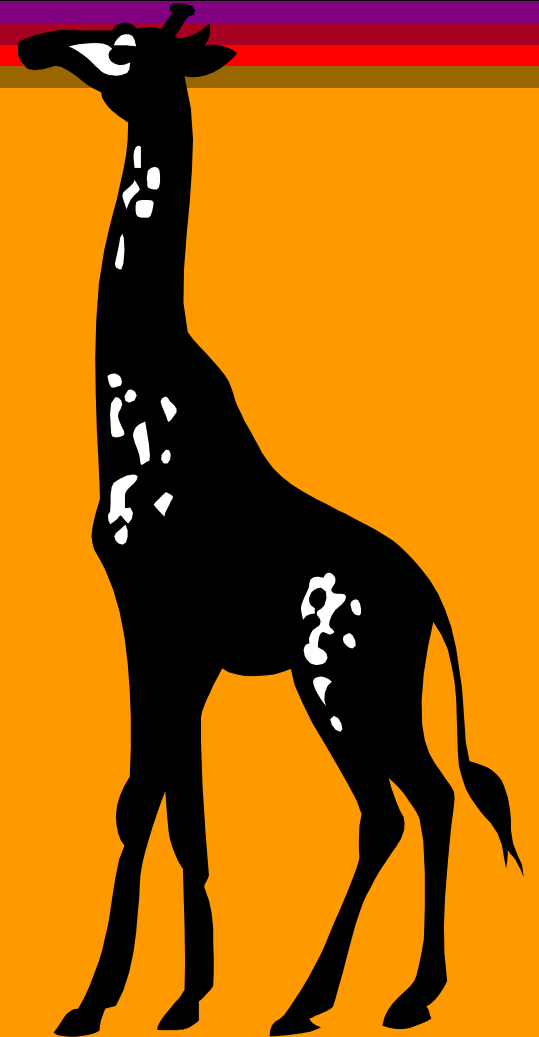
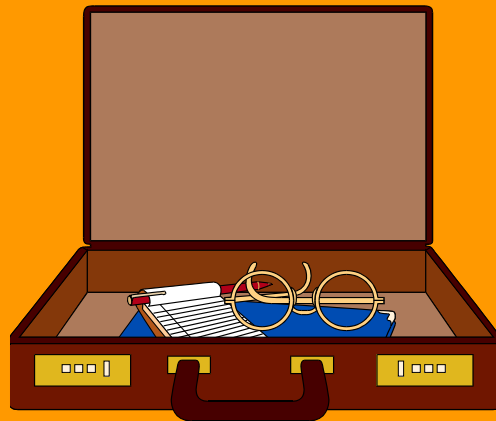
772 871 7390



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

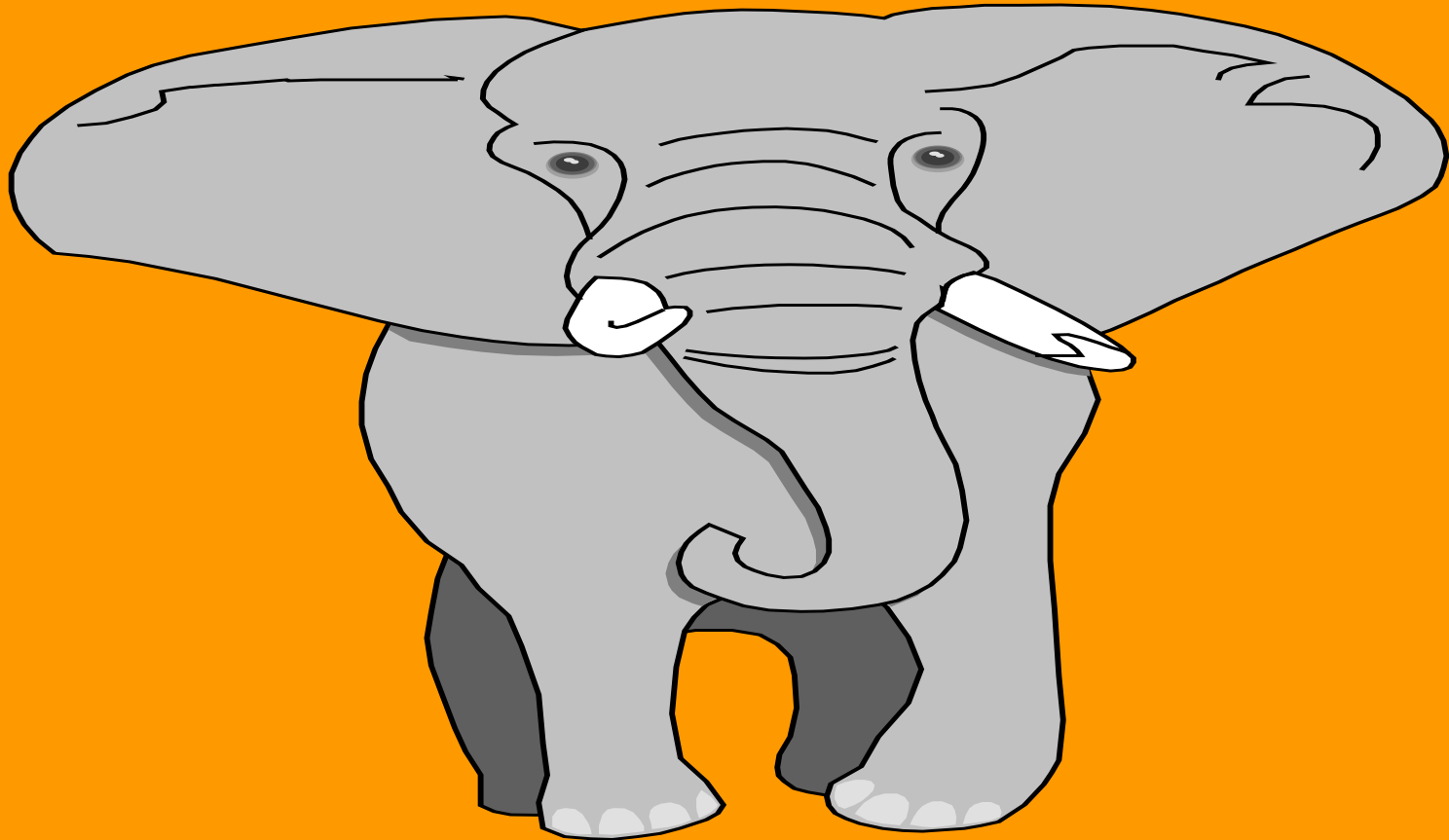
Paperless Reports?

- 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

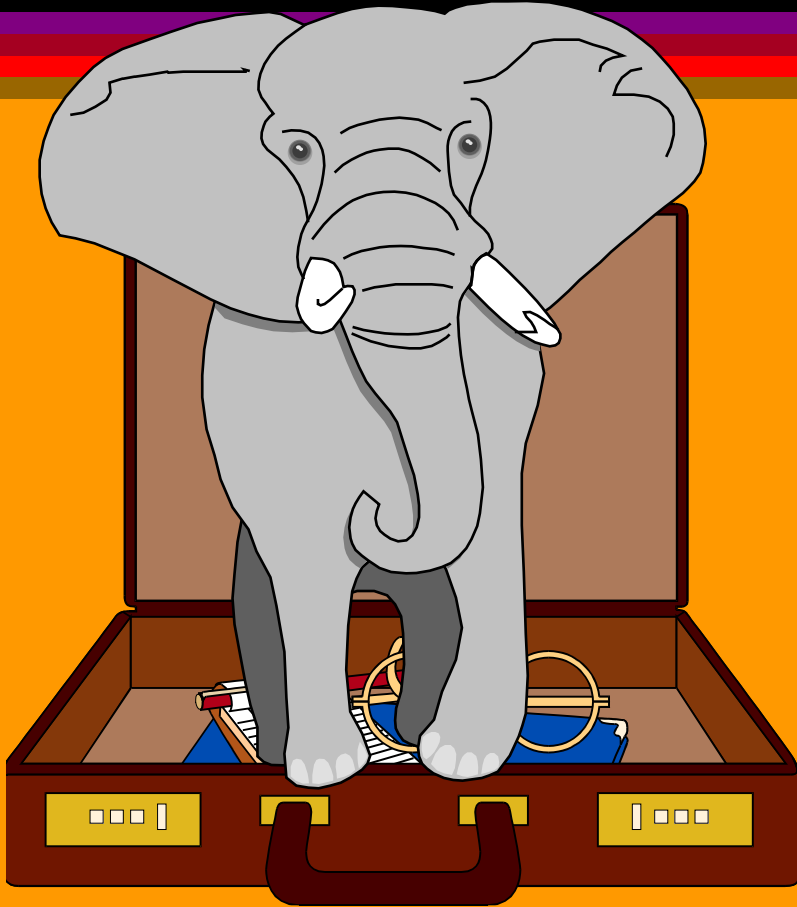
Do

- 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????

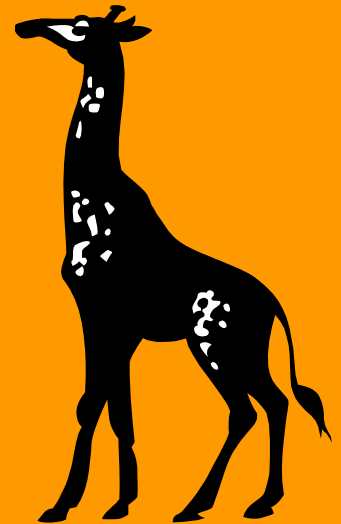
How do you put an
elephant in a briefcase?



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?

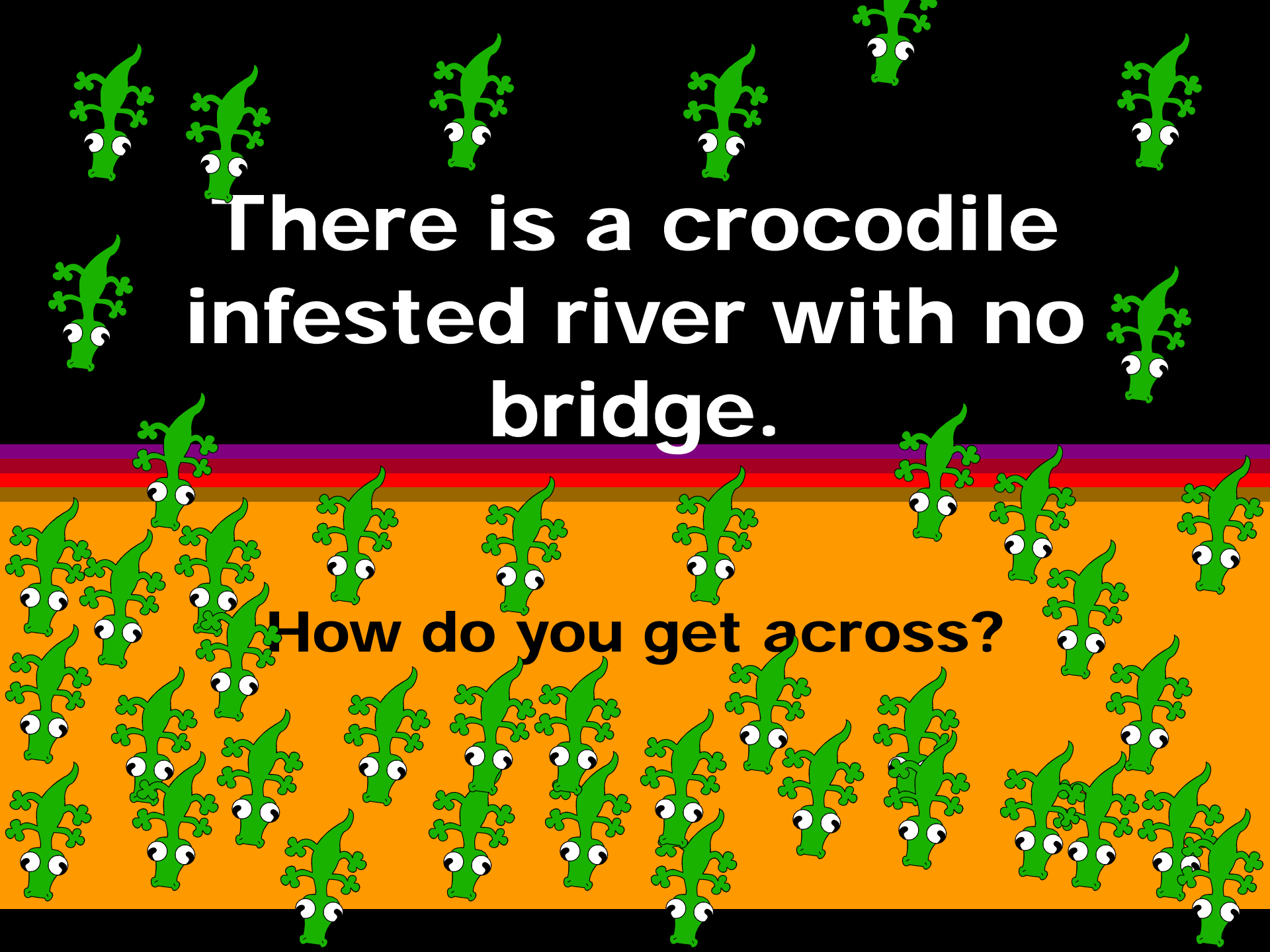


The elephant.

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??????

