



Outcomes

DocuScan helps get local law enforcement agency out of document jail.

Sidney, OH - The Shelby County, Ohio Sheriff's department, like many law enforcement agencies, is a sea of paperwork. Reports and documentation are generated for most of the agency's activities, and are maintained as a matter of public record for a prescribed period of time.

For the Shelby County Sheriff's office, accident report maintenance was a particular problem. Accident reports are filed daily and each results in a new file containing all pertinent documentation of the accident. Upon request, it is the responsibility of the staff to supply copies of the documentation to insurance companies, attorneys and anyone else who requests the information. When a request occurs, it is often a time-consuming process to pull the selected file, identify the needed documents, make the necessary copies, return the documents to the file then return the file to its proper location.

The DocuScan document management system proved to be the perfect solution for this labor-intensive process. Now, as an accident report is completed by the officer involved, the contents of the file are scanned and filed in a DocuScan electronic file cabinet. Since all materials are a matter of public record, access to the files is available to most of the department's personnel. When a request is made for a document today, the file is quickly accessed and the desired document is pulled up on the computer screen. Once located, it is sent to the printer and a copy is now ready to be sent to the person or company making the request. "We still need to maintain

the hardcopy file for legal reasons, but with the DocuScan file as a permanent electronic record, we are not keeping them nearly as long and this means a saving of valuable storage space," noted Mike Wick, Deputy Sheriff.

While the DocuScan system was justified for the accident report requirement, soon after it was installed other uses became apparent. Deputy Sheriff Wick reports that in the jail area DocuScan is helping the department maintain the assistance request forms that must be filed by an inmate who is requesting anything during his internment. "We generally have over 100 inmates on any given day and the daily request forms can really mount up," Wick commented. "Now, the officers in charge scan each request, then discard the original. The electronic file is maintained and called up should the inmate find himself or herself back in jail at a later date."

Another area where DocuScan has helped organize the department's information is with the mandated registrations it must maintain on area sex offenders. Depending on the level of offense, offenders must register with the department on a regular basis, some as frequently as every 90 days. Should they relocate, a report is also required. Instead of maintaining all of the paper files associated with these registrations, the sheriff's department has turned the project over to DocuScan which organizes all the pertinent information by identification number. "One of the real great features of DocuScan is that it's an entirely open technology. That means we can interface other software and hardware with the system. In this case, we have created a database for sex offenders organized by their pre-assigned Ohio I.D. number. As we



"Our DocuScan system has been running for over two years and we haven't been down once for either a software or hardware problem!"

- Mike Wick, Shelby County Deputy Sheriff

repeatedly register these individuals, all of the information is captured and filed by that number. We have it all in one place, and easily accessible by anyone in the department," Wick said. "It has allowed us to include related information in the files that we may obtain from other sources and easily link it to the I.D. location within the DocuScan file cabinet."

In summary, DocuScan has streamlined the paper processing requirements of three key areas of the Sheriff's office. "And we're identifying new applications all the time," Wick concluded.

DocuScan is the imaging system of choice for all types of businesses that want the convenience and capability to archive, retrieve and transfer documents in a quick, easy, secure and affordable manner. For more information of how DocuScan could work for your office, contact Creative Microsystems Inc. for a no cost, no obligation analysis of your current document handling system.