

Buncombe County Government

Document Management

Criminal Justice



What is Electronic Document Management?

Document Management is the *restructuring of business practices* to *reduce the costs associated* with the use of *paper*, by increasing efficiency.

IT IS *NOT* JUST SCANNING!

It is also reducing the amount of paper created & stored

- Requires change in existing workflows
- Requires changes to existing policies (such as signature requirements)
- Requires buy-in by entire department to be effective



WHY IS THERE SO MUCH PAPER???

- INFORMATION:
 - Currently 90% of all business information is retained on paper
- Paper is the end result ...collecting the data is the key.
 - Most documents start electronically - paper is created when data/signatures are needed from external sources. If we can capture that data without generating paper, we can save resources.
 - Where ever data is changed on paper a change must be re-keyed into a data system. (Double work)
 - Automated processes have shown increases in productivity up to 50% or more.
- Average American office worker uses an estimated 1 sheet of paper every 12 minutes.





Benefits of Paper Reduction

Paper Reduction/Elimination

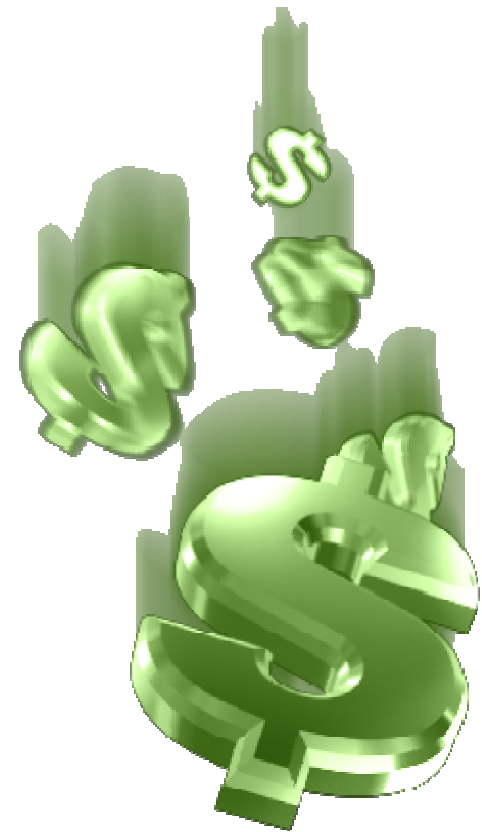
- Paper Costs
 - Ink, paper, equipment, staples, copies
- Storage Savings
 - Filing cabinets and frames, file folders, labels, hanging files
 - Duplication
 - Space & Supplies Compounded Over the Time of Retention
- Paper Handling
 - Transport, postage, copies, filing, re-filing, lost files...
 - Handling estimated 20% the cost of purchasing the single sheet of paper (2)
- Disposal Costs—
 - Shred/landfill
- Good Public Relations for organizations to be seen as Environmentally Conscious *



Benefits of Automation

There are software applications available that can replace the use of paper, provide better service and increase efficiency in the process.

- Data entry cost reduction
- Error reduction
- Increased accessibility to end users through self-service
- Increased turn around on business processes
- Automated document retention through file plans





Court Calendar with Jacket View

bcterminal1 - Remote Desktop

Hummingbird DM - Microsoft Internet Explorer

Address http://dm.buncombecounty.org/cyberdocs/Libraries/Default_Library/Common/frameset.asp

Welcome Juliana Austin (DOCS_SUPERVISORS)

Buncombe County Document Imaging

Quick Reference | My Workspaces | DM Admin

Hummingbird DM Extras

- Custom Applications
 - Edit Calendar
 - Add Records
 - Calendar List
- RETURN TO TREE VIEW

Docname	Jacket	Arrest
AR__SHEET / ADAMS, PHILLIP / 364408 6/6/2008	2005-00772	364408
AR_FP / ADAMS, PHILLIP / 364408 6/6/2008	2005-00772	364408
AR__SHEET / ADAMS, PHILLIP / 344788 5/25/2007	2005-00772	344788
DC 07CR 056284 01	2005-00772	344788
AR__SHEET / ADAMS, PHILLIP / 342720 4/18/2007	2005-00772	342720
AR__SHEET / ADAMS, PHILLIP / 307945	00772	307945
DC 05CR 055704 01	00772	307945
DC 05CR 055704 02	00772	307945
ORIGARR 307945	00772	307945
AR__SHEET / ADAMS, PHILLIP / 305792	00772	305792
DC 05CR 051633 01	00772	305792
DC 05CR 052557 01	00772	305792
DC 05CR 052558 01	00772	305792
DC 05CR 053476 01	00772	305792
ORIGARR 305792	00772	305792

<http://dm.buncombecounty.org - Jacket View - Microsoft Internet Explorer>

JavaScript Tree Menu

- 2005-00772
 - 305792
 - 307945
 - 342720
 - 344788
 - 364408
 - AR__SHEET / ADAMS, PHILLIP / 364408 6/6/2008
 - AR_FP / ADAMS, PHILLIP / 364408 6/6/2008



DM with Jacket View

CCBI\Quick Searches\2005-00772

File View Favorites Document Search Folder Workspaces Options Help

Back Forward Stop Search Folders Address CCBI\Quick Searches\2005-00772 Go

List Details Refresh Profile Search Recent View Print Check-out Check-in Profile Versions History Copy Mail

Folders

- Desktop
- My Documents
- My Computer
- My Network Places
- Recycle Bin
- Windows Explorer DM Extension
 - Applications
 - <Recently Edited Documents>
 - Templates
 - Workspaces
- CCBI
 - File Plan
 - Quick Searches
 - <Template Documents>
 - <Checked-out Documents>
 - <Deleted Documents>
 - <All Folders>
 - TODAY
 - <Current Requests>
 - 2005-00772
 - Public Folders
 - Attaché
 - Conference
 - scripts
 - temp

Edit Date	Doc #	Document Name	SubType
5/5/2005	464527	AR_SHEET / ADAMS, PHILLIP / 307945	4/29/2005
8/29/2006	871129	DC 05CR 055704 01	
8/29/2006	871130	DC 05CR 055704 02	
12/22/2006	1300972	ORIGARR 307945	
5/26/2007	1586967	AR_SHEET / ADAMS, PHILLIP / 344788	5/25/2007
12/28/2007	1656384	DC 07CR 056284 01	
4/18/2007	1578576	AR_SHEET / ADAMS, PHILLIP / 342720	4/18/2007
6/9/2008	1721376	AR_FP / ADAMS, PHILLIP / 364408	6/6/2008

2005 00772

- 305792
 - AR_SHEET / ADAMS, PHILLIP / 305792 3/15/2005
 - DC 05CR 051633 01
 - DC 05CR 052557 01
 - DC 05CR 052558 01
 - DC 05CR 053476 01
 - ORIGARR 305792
- 307945
 - AR_SHEET / ADAMS, PHILLIP / 307945 4/29/2005
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 - AR_SHEET / ADAMS, PHILLIP / 344788 5/25/2007
 - DC 07CR 056284 01
- 364408
 - AR_SHEET / ADAMS, PHILLIP / 364408 6/6/2008
 - AR_FP / ADAMS, PHILLIP / 364408 6/6/2008

Jacket Info Profile Viewer Versions Where Used Contents Related

15 object(s) 1 object(s) selected Primary Group: DOCS_SUPERVISORS; Library: CCBI; User: AUSTINJ

Start Tolerance... Microsoft ... bcterminal... Microsoft ... \\alph11\I... CCBI\Qui...

8:16 PM



DM Jacket View – Disposition Card

CCBI\Quick Searches\2005-00772

File View Favorites Document Search Folder Workspaces Options Help

Back Forward Stop Search Folders Address CCBI\Quick Searches\2005-00772 Go

List Details Refresh Profile Search Recent View Print Check-out Check-in Profile Versions History Copy Mail

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5/26/2007	1586967	AR_SHEET / ADAMS, PHILLIP / 344788	5/25/2007
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6/9/2008	1721376	AR FP / ADAMS, PHILLIP / 364408	6/6/2008

2005-00772

- 305792
- 307945
- 342720
- 344788
- 364408

Disposition Card - Windows Internet Explorer

File Edit View Favorites Tools Help

Google C:\Documents and Settings\Austin\Application Data\Hummingbird\DM\T Go 5 blocked Check >> Sett

Disposition Card

BUNCOMBE CPD

NAME: ADAMS, PHILLIP, LEE FILE NO: 05CR 055704 02

ADDR: 920 B'VILLE HWT / LOT 58

CITY: WEAVERVILLE ST: NC ZIP: 28787 CIT.# C6313187 3

RACE: W SEX: M DOB/AGE: 9/3/1988 SERV.DATE: 4/29/2005

COMPLAINANT: STONE, R, L

ADDR: /

CITY: WEAVERVILLE ST: ZIP:

CHRG: NO OPERATORS LICENSE DL:

CONV: MOD: VD

PL: VR: FINE: 0 COST: 0 REST: 0

JUDGMENT DATE: 6/16/2005 SENTENCE: / SUSP:

PROB: APPEALED: / RESULT:

SP.COND:

15 object(s) 1 object(s) selected Primary Group: DOCS_SUPERVISORS; Library: CCBI; Usi

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RMS Integration- Arrest Sheet

PISTOL Records Management

File Edit Modules Report Tools Window Help

Undo Attach Map Notify Audit 1 Name: ADAMS, PHILLIP Select an Item Go

Name: ADAMS, PHILLIP LEE [View]

Last, First, Middle, Suffix **Alert 1** SSN 238-61-1619 Involve Image In

Page 1 Page 2 Page 3 Search P2P

NCF FP Insurance Insurance Policy # Attorney Attorney Phone

Education Level # of Dependents 0 Date of Residence CCBI Jacket# 2005-00772 Shoe Size Occupation Classification

Geo Info

Beat S5 Agency BCSD District Neighbor RptArea S5A6 Subdiv Geo X 96252269 Y 75782813

DMS Name Query DMS Mugshot Query Update DMS Offender

Alias Next Rese

06/25/2008 NC
CIT-AUSTIN,JULIANA (AUSTINU-CC)

Process

Start Toler... Micro... Micro... \\alp... CCBI... PIST... Jack... http... NUM 20:37:48

Jacket View - Windows Internet Explorer

http://ossidm/docload/whei Google

File Edit View Favorites Tools Help

Google Go Bookmarks Settings

Jacket View

JavaScript Tree Menu

2005-00772

http://ossidm/docload/itemview.asp?docnumber=1721150 - Windows Internet Explorer

http://ossidm/docload/itemview.asp?docnumber=1721150

File Edit View Favorites Tools Help

Google Go Bookmarks 5 blocked Check AutoLink Settings

http://ossidm/docload/itemview.asp?docnumber=172...

Back

ARREST REPORT

Agency Name	BUNCOMBE COUNTY SHERIFF DEPT	ORI	NC 0110000	Date / Time Reported	06/06/2008 22:45 Hrs.	Arrest Number	364408
Taken	Prints	Fingerprint Card Check Digit # (CKN)	XC5321V	Arrest Tract	BCSD	Residence Tract	Original Arrest #
Prints	Photos	Fingerprint Date	06/06/2008	Photo Date	06/07/2008	CCBI Jacket #	2005-00772
Name (Last, First, Middle)	ADAMS, PHILLIP LEE	D.O.B.	09/03/1988	Age	19	Race	W
Current Address	920 Barnardsville Hwy, LT 58, WEAVERVILLE, NC 28787	Phone	828-776-7769	Occupation	Student	Place of Birth	ASHEVILLE
Employer's Name	AB TECH	Address		Resident	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Citizenship	US
Also Known As		Hgt	5'10	Wgt	160	Hair	BRO
		Eye	BRO	Skin Tone	MED	Consumed Drug/Alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk

1 of 1

Done

Local intranet 100%

RMS Integration- Arrest Record



PISTOL Records Management

File Edit Modules Report Tools Window Help

Undo Attach Map Notify Audit 4 Arrest [Edit] Select an Item Go Printer Edit Desktop

Name: ADAMS, PHILLIP LEE [View]

Last, First, Middle, Suffix **Alert 1** SSN 238-61-1619

Page 1 Page 2 Page 3 Search P2P Sys # 548880

Addr 920 BARNARDSVILLE HWY

City WEAVERVILLE St NC Zip 28788

Empl AB TECH

Race W Sex M DOB 09/03/1988

Height 510 Weight 160

SMT SCAR LEFT ARM "LM"
SCAR BACK SURGICAL OVER 1
SCAR BACK SCARS STAPLES S

Notes [03/30/2005 09:04, MALONEL, 2602, CCB] NO MATCH

Alias

Arrest [Edit]

Agency BCSD Arresting Agency BCSD

Page 1 Page 2 Page 3 Page 4

ArrDate 06/06/2008 Time 22:45 FP/Photo B FP/CKN XC5321V

Name ADAMS, PHILLIP LEE Race W Sex M DOB 09/03/1988

Weapon UNKNOWN/NOT STATED Arrest Type ON

Locatn 170 HOLBROOK RD Apt City

Charge ASSAULT ON FEMALE
CONSUME ALC BY <19

IBR PrintsProcB Return Recv

ArrOffcr HUTCHINSON, MATT Submitted 06/06/2008 22:45:00

Status CLOSED/CLEARED Disposition CLEARED BY ARRE: Juv

WarrAgency Offcr Photo Date 06/06/2008

Assist FP Card DMS Query

Arrest Query Results

Edit Date	Doc. #	Document Name
06/09/2008 1721150	1721150	AR_SHEET / ADAMS, PHILLIP / 364408 Jacket View
06/09/2008 1721376	1721376	AR_FP / ADAMS, PHILLIP / 364408 Jacket View

06/25/2008 NC
CIT-AUSTIN, JULIANA (AUSTINJU-CC)

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Process

Start Toleran... Microso... Microso... \\alph1... CCB1\Q... PISTOL... http://... NUM 20:41:50 8:41 PM



RMS Integration – Disposition Card

PISTOL Records Management

File Edit Modules Report Tools Window Help

Undo Attach Map Notify Audit 4 Arrest Case#: BCSD A Select an Item Go Printer Edit Desktop

Name: SHEASBY, ERIC ADAM [View]

Last, First, Middle SHEASBY

Page 1 Page 2 Pa

NCF FP Insurance Attorney Education Level CCBI Jacket# 2000 Geo Info Beat District RptArea Geo X Alias

Arrest Case#: BCSD Arrest Charges [Edit]

IBR Re-submit 11 : : Add Delete

Seq 1 Charge 14-43.3 FELONIOUS RESTRAINT IBR 2620

M-F-T-I F Count 1 Charge Type AOC 1030

Oth Jur Docket # 00CR 051609

Agency MAG Case #

DV N NV V

Bond Type UN Amount \$2,000.00 Bond Notes

Bond Status INACTIV Date 04/20/2000 16:31

Bond Issued By GRIFFIN, DARLENE Warr # 365173

Seq	Charge	Charge Description
1	14-43.3 *NV	FELONIOUS RESTRAINT

WarrAgency Offer Assist EP Card DMS

http://ossidm/docload/ItemView.asp?DocNumber=1063370&Type=Docket - Windows Internet Explorer

http://ossidm/docload/ItemView.asp?DocNumber=1063370&

Back

BUNCOMBE SFF DJ6764L 4/20/2000

NAME: SHEASBY, ERIC, ADAM FILE NO: 00CR 051609 01

ADDR: PARKWAY CROSSING AP /

CITY: ASHEVILLE ST: NC ZIP: 28805 CIT.#

RACE: W SEX: M DOB/AGE: 2/14/1979 SERV.DATE: 4/20/2000

COMPLAINANT: FORE, BRUCE, E

ADDR: BCSD /

CITY: ASHEVILLE ST: NC ZIP: 28801

CHRG: FELONIOUS RESTRAINT DL:

CONV: MOD: DD

PL: VR: FINE: 0 COST: 90.0000 REST: 0

JUDGMENT DATE: 9/14/2000 SENTENCE: / SUSP:

PROB: APPEALED: / RESULT:

SP.COND:

06/25/2008 NC

CIT-AUSTIN, JULIANA (AUSTINJU-CC)

Exit this window

Start Toleran... Microso... Microso... \\alph1... CCBI\Q... PISTOL... http://... Local intranet 100% 20:47:33 8:47 PM