

COUNCIL WORKSHOP ITEM

ITEM: Laserfiche Additional Components
DATE: April 17, 2001
PREPARED BY: Tracy Adams
PURPOSE: Expand use of system and further reduce paper storage needs

DISCUSSION:

We are requesting approval to purchase 1 additional component for our Laserfiche system, Zoned OCR and requesting approval to upgrade existing client licenses and Audit Trail. The Laserfiche system has proven itself as an effective tool that has greatly improved efficiency and workflow in Records and throughout the department. It's reliability, ease of use and capability have made it a system that is being regularly used by all areas of the police department.

Currently the Records Office is divided into three small office areas for phase II of construction. Laserfiche has made this a non-issue for Records personnel as all access to reports and many of our parking documents and information logs, etc. are all available to them at their desktops.

As with many new systems, once the initial goals are met and users begin learning the system, users provide many additional ideas for system use that would continue to improve how we work. This has certainly been the case with Laserfiche. Officers, civilians and management have all offered suggestions for items within their areas that would be better stored on-line than in paper files. Storage continues to be a problem in many areas of the police department and we will be better able to address this problem by purchasing these additional components and expanding what has already proven itself to be a successful system.

ATTACHMENT:

1) **Three additional Client licenses** – we currently have two Client licenses and 25 view licenses. Client licenses are required at workstations that perform scanning, document naming, OCR, redacting for public release, security, maintenance, etc. The two client licenses are currently at the workstations of the Case Report and Accident Report specialists as they scan documents throughout the day. When Mary or I need to perform maintenance, security changes, or report release prep, we have to use one of these two people's workstations. The additional license would eliminate the need to disrupt their work at various points during each day. The other two licenses would be placed outside of Records where two other scanners exist and would allow them to be used to add other information to our Laserfiche system. Future plans include the Accreditation Manual, Village Ordinance Book, procedural memos, phone rosters, etc. thereby eliminating the need to maintain individual copies of these items at everyone's desk and improve the ability to keep the most current and accurate information available.

2) **Zoned OCR** – OCR converts text on a page to searchable data indexes. Currently sheets are produced from our Records database that contain all of the search fields used for case and accident report searching. They are then OCR'd for indexing of all reports. This is done due to our reports

themselves still being handwritten. We have many other types of documents and forms we would like to scan and zoned OCR would provide the ability to accomplish this. For example, traffic tickets could be scanned, however, we would only want OCR to index the ticket number in the upper right hand corner of the ticket. Currently if we OCR it would also index all of the text on the ticket form itself. This would be a very inefficient use of disk space. Zoned OCR would allow us to designate only the upper right hand corner of the form and only the Ticket number would be indexed.

3) **Advanced Audit Trail** – Audit Trail tracks the activity on the Laserfiche system. At the time we purchased Laserfiche, Basic Audit Trail was all that was available. It was designed to track activity, however, only tracked activity on the server side. The advanced Audit Trail also tracks activity on the Client side enabling us to maintain more detailed information on what reports were actually viewed and more importantly printed. Prior to Laserfiche, Records maintained detailed tracking of report releases manually. This was done in order to recall copies when court ordered expungements are received and to track copies if complaints were received that documents were released that possibly shouldn't have been. We would be able to locate who received actual copies and evaluate the circumstances under which they were released. As more and more police departments have gone on Laserfiche, pressure was put on the vendor to come up with a more detailed version of Audit Trail and Advanced Audit Trail provides the higher level of tracking police departments desire.

RECOMMENDATION:

Five floor to ceiling steel shelving units and fifteen four drawer file cabinets have already been eliminated from our office. During this year records staff and officers have developed ideas for numerous additional areas of work that could be better accomplished using the Laserfiche system. In order to meet these initiatives, current year budget was evaluated and it was determined that there were unspent dollars in our maintenance accounts and conference seminar account. This was due to the CAD/Records RFP initiative. Many items we would have looked at upgrading and attendance at user's conferences were not completed as we were to be on a new CAD/Records system by mid year. Using these dollars to purchase the additions and upgrades to the Laserfiche system would assist in making these initiatives a reality.

TKB Associates, Inc.

825 N. Cass Avenue - Suite 108
 Westmont, IL 60559
 Phone (630) 654-9110
 Fax (630) 654-9105

Invoice

Date	Invoice #
3/29/2001	408

Bill To
Downers Grove Police Department 825 Burlington Avenue Downers Grove, IL 60515 Attn: Tracy Adams

Ship To
Downers Grove Police Department 825 Burlington Avenue Downers Grove, IL 60515

P.O. No.	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt	JB	3/29/2001	UPS		
Quantity	Item Code	Description			Price Each	Amount
1	9401	LaserFiche NT 5 User Network License			8,995.00	8,995.00
1	9401UB	LaserFiche NT 5 User Network License LSAP			2,190.00	2,190.00
1	Discount	Discount from Laserfiche NT 2 User Upgrade			-3,585.00	-3,585.00
1	97890	LaserFiche Zone OCR			4,995.00	4,995.00
1	97890UB	LaserFiche Zone OCR LSAP			995.00	995.00
1	97871	LaserFiche Advanced Audit Trail			7,995.00	7,995.00
1	Discount	Discount from LaserFiche Basic Audit Trail			-4,995.00	-4,995.00
2	Installation & Tr...	Installation & Training			750.00	1,500.00
		Total Investment				18,090.00

Thank you for your business.

Subtotal	\$18,090.00
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Sales Tax (0.0%)	\$0.00
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Total	\$18,090.00
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