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Department of Emergency Communications

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Regarding being in compliance with Council Bill BL2008-248, the following measures have been implemented in regards to paper reduction:

- Work related forms are completed and submitted through the intranet.
- Customer Service are completed via telephone by a private vendor.
- Monthly in-service materials from the training section are provided on the intranet; quizzes are now in the PowerDMS system and can now be submitted electronically
- Monthly EMD and EFD CDE quizzes are now stored in the PowerDMS system to be completed and submitted electronically by employees
- Daily Shifts Reports are completed electronically
- Daily Positions & Seating Assignments are completed electronically
- Rebid Process is completed electronically
- Double sided copying is used whenever print is necessary
- Electronic transactions of Employee of the Month Nominations to the voting committee
- Electronic transactions of necessary forms for agency certifications
- Training, announcements, and visual aides are now presented on electronic monitors to help with the overall departmental communication
- Use of metro contracted company for shredding and recycling
- Emailing of computer aided dispatch data to fire and police departments when needed for research
- Completing and submitting daily shift reports on the intranet
- Employee Files stored in electronic format for necessary reference through Guardian Tracking system.
- ECC Newsletter posted on intranet for access by employees and printed copies reduced to 20
- EMD & EFD statistical documents are sent electronically.
- Posting of one copy of Quality Assurance statistical documents to be viewed by all personnel

- Police call taker quality reviews filed and viewed electronically.
- Printers that provide fax, scan and print services in order to reduce machines in individual offices.
- Elimination of CALEA standard files with the implementation of the PowerDMS system.
- Stored policies and procedures into the PowerDMS system for electronic dissemination to employees.
- Utilize Kronos Time Keeping system, eliminating overtime vouchers.
- Paperless selection of comp-time and overtime is now available to employees via Kronos Time Keeping system.

The electronic software continues to be developed allowing the following during calendar year 2019:

- EFD and EMD quality reviews to be filed and viewed electronically by supervisors and employees.