OSDT Article: Paperless Training

In an effort to reduce printing costs and improve administrative efficiencies, the Office of Staff Development and Training (OSDT) conducted a pilot project for the purposes of reducing the size &

costs of the Basic Correctional Officer (BCO) Training Manual. This project included basic students using a laptop during training to access the BCO Manual via pdf files. The students participating in the pilot project provided positive feedback at the completion of the training.

Based on the results of the pilot project, paperless BCO training was implemented statewide, beginning on January 1, 2012. Laptop computers acquired through the PC exchange program which would have been disposed of as surplus were placed in use at each of OSDT's 5 region offices. Every BCO student now has laptop access during training and they are given hard copies of objective sheets and fact sheets. All other relevant training material has been uploaded on the laptop. This program has proven to be successful both academically as well as economically.

To take the paperless project one step further, on July 1, 2012, OSDT received grant funding through the Governor's Crime Commission to begin participation in an iPad paperless manual project. This project has allowed instructors who previously utilized paper instructor manuals to use an iPad while teaching training courses. In February 2013, basic probation & parole students were issued an iPad at the beginning of basic training. The student training manual was uploaded on the iPad and was available for use by the student during the 5 week program. The iPad Paperless Project will begin the process of eliminating paper manuals which had historically been used by students attending basic training. It is our belief that the infusion of technology in the basic training environment will enhance our ability to recruit and retain higher quality employees.