CALEA Best Practices in PowerDMS

CALEA has teamed with PowerDMS to provide CALEA Standards in an electronic format through PowerDMS Standards Lite. Agencies may choose to move to the full version of PowerDMS to manage their critical content and each of their accreditation processes. For that, CALEA has developed best practices for linking “Proofs of Compliance” against CALEA Standards. These are recommended guidelines and can enhance the survey process for both the agency and CALEA Assessor. Please note that this document is intended to be a guide.

Tip: The most important thing is consistency in labeling items. Consistency will assist stakeholders to understand the structure of attachments.

Naming of Assessments:
Use a standard naming convention:
(*Start Month/Year of Accreditation Cycle – End Month/Year of Accreditation Cycle)

Example:
2. CALEA Law Enforcement Accreditation 04/2013 – 04/2016
3. CALEA Training Academy Accreditation 07/2011 – 07/2014
5. CALEA Campus Security Accreditation 03/2012 – 03/2015

Bullets Naming Convention:
The following acronyms should be used when naming your bullets in PowerDMS. Please be sure to be as specific as possible when naming attachments and highlights – clarify what needs to be conveyed.

Legend
1. WD = Written Directive
   a. Definition- (Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.)
2. Proof = Proof of Compliance
3. Note = any other entry
   a. INT = Interview
   b. OBSV = Observation
   c. N/A = Not Applicable Size/Function
   d. No Occur = Did not Occur

Highlights ordering based on bullets:
Order of Presentation
1. WD
2. Proof
3. Note(s)

Order of highlights for proofs with multiple bullets:
1. Written Directive (WD)
2. Bullet Letter and Description
3. Note: INT, OBSV, N/A, No Occur

Examples

Standard with multiple bullets and attachments
A.WD.1 (For Highlight Naming)
   (Example) A.WD.1 OPS 42-664 Pursuit of Fleeing Felon
A.WD.2
A.Proof.2011
B.Proof.2012
C.Proof.2013
A.Note.INT.HR Director
D.Note.No Occur 2011-2013
E.Note.OBSV
F.Note.N/A

Standard that has no bullets
WD.1
WD.2
Proof.2011(1)
Proof.2011(2)
Proof.2012
Proof.2013

Attaching one document to multiple bullets - We recommend attaching to the stem statement of the standard, and use the highlights to map to specific bullets within the standard. Also group highlights by bullet, instead of compliance year.

Assessment Closure - Do not close out assessment until the final report is delivered from CALEA. Multiple assessments may be open at one time.

Note: There is no requirement to have a physical signature on documents to demonstrate compliance. This prevents printing, signing and scanning specific reports. Agencies may use electronic signatures or denote the author of the document where appropriate.
CALEA Standards for Public Safety Communications Agencies

1.2.1 Risk Management Program - The agency has a risk management program which:
   a) has an identifiable person in charge;
   b) has a written description of duties and responsibilities;
   c) provides adequate liability coverage; and
   d) requires an annual review and written report of issues and conditions that affect risk, worker's compensation, and liability.

WD.1 Agency Policy #14-6 Risk Management (attachment)
WD.2 City Policy 101A-2 Liability Coverage through Risk Management (attachment)
WD.3 City Policy 101A-6 Risk Management Reporting Requirements (attachment)
WD.4 City Risk Management Program Rev. 2011 (attachment)

Bullet A
A.WD.1 (1) Agency Person in Charge (for highlighting)
A.WD.1 (2) City Person in Charge (for highlighting)
A.WD.2 Reporting Chain of Command (for highlighting)
A.Proof.2013 Appointment of Agency Risk Manager (as attachment)
A.Proof.2014 Appointment of City Risk Management Coordinator (as attachment)
A.Proof.2015 Meeting Minutes from Risk Management Meeting (as attachment)
A.Note INT(1) City Risk Management Coordinator
A.Note INT(2) Agency Risk Manager

Bullet B
B.WD.1(1) Risk Manager’s Duties and Responsibilities (for highlighting)
B.WD.2(1) City Risk Management Coordinator’s Duties and Responsibilities (for highlighting)

Bullet C
C.WD.2 Liability Coverage Review Requirements (for highlighting)
C.Proof.2012 Insurance Advisory Board Review of Liability Coverage (attachment)
C.Proof.2013 Insurance Advisory Board Review of Liability Coverage (attachment)
C.Proof.2014 Insurance Advisory Board Review of Liability Coverage (attachment)

Bullet D
D.WD.4 Risk Management Reporting Requirements (for highlighting)
D.Proof.2013 Risk Management Report (attachment)
Figure 1 – PowerDMS Sample of Standard with associated proofs of compliance
Non-Bulleted Standard

CALEA Standards for Law Enforcement Agencies

1.1.1 Oath of Office - A written directive requires all personnel, prior to assuming sworn status, to take and subsequently abide by an oath of office to enforce the law and uphold the nation’s Constitution or basic law of the land and, where applicable, those of governmental subdivisions.

WD.1 Policy # A-6 Oath of Office Sworn Personnel (attachment)
WD.2. Policy # C-1 Oath of Office Non-Sworn Personnel (attachment)
Proof.2013(1) Graduating Academy #43 Oath Document (attachment)
Proof.2013(2) Crime Scene Specialist Appointment Oath Document (attachment)
Proof.2014 Parking Enforcement Officer Oath Document (attachment)
Proof.2015 Graduating Academy #44 Oath Document (attachment)
Note.INT(1) City Clerk of Records
Note.INT(2) Recently Hired Police Officer
Note.INT(3) Recently Hired Telecommunicator

Figure 2 – PowerDMS Sample of Standard with associated proofs of compliance