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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:

1. CALEA Law Enforcement Adv. Accreditation 08/2011 -08/2014
2. CALEA Law Enforcement Accreditation 04/2013 – 04/2016
3. CALEA Training Academy Accreditation 07/2011 – 07/2014
4. CALEA Communication Accreditation 09/2013 – 09/2016
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
 1. 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
 1. INT = Interview
 2. OBSV = Observation
 3. N/A = Not Applicable Size/Function

4. 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.

Visual Examples

Bulleted Standard

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.Proof2013 Insurance Advisory Board Review of Liability Coverage (attachment)
C.Proof2014 Insurance Advisory Board Review of Liability Coverage (attachment)

Bullet D

WD.4 Risk Management Reporting Requirements (for highlighting)
D.Proof.2012 Risk Management Report (attachment)
D.Proof.2013 Risk Management Report (attachment)
D.Proof.2014 Risk Management Report (attachment)

Search this manual CALEA Communications Accreditation 09/2013 -09/2016

Summary Assignment History

Table of Contents

1.2.1 Print

(M M M) 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.

Commentary

The agency should consider both external and internal areas that can be the basis of injury to the public or other employees and create liability for the agency. Other areas of concern include possible omission or failure of policies and procedures, employee or supervisor negligence, and deficient equipment or training. Additionally, the physical conditions inside and outside the facility should be reviewed to identify potential problems that could or have caused physical injury.

Liability insurance should be carefully reviewed by professionals to ensure all likely risks are adequately covered and the agency understands any limitations of the policies both in coverage and amount. (M M M)

Atch	Hit
-	-
4	-
3	2
2	2
4	1
2	1
-	-
-	-
-	-

Tasks (1) Statuses Attachments

Add New Attachment

Filters: None Applied

- WD.1 Agency Policy #1090 Risk Management
Accreditation Manager
 - A. A.WD 1 Agency Person in charge
 - A. A.WD 1 City Person in charge
 - B.WD1 Risk Manager's Duties and Responsibilities
- WD. 2 City Policy 101A-2 Liability Coverage Through Risk Management
Accreditation Manager
 - B.WD 2 City Risk Management Coordinator's Duties and Responsibilities
 - C.WD 2 Liability Coverage Review Requirements
- WD.3 City Policy 101A-6 Risk Management Reporting Requirements
Accreditation Manager
- WD. 4 City Risk Management Program Rev. 2013
Accreditation Manager
 - WD.4 Risk Management Reporting Requirements
- A.Proof.2013 Appointment of Agency Risk Manager
Accreditation Manager
- A.Proof 2014 Appointment of City Risk Management Coordinator
Accreditation Manager
- A.Proof.2015 Meeting Minutes

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

Search this manual CALEA Law Enforcement Accreditation 09/2013 - 09/2016

Summary Assignment History Tasks (0) Statuses Attachments

Table of Contents

1.1.1 Print

(M M M M) (LE1) 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.

Commentary
None. (M M M M) (LE1)

Atch	Hit
-	-
9	-
-	-
-	-

Oath of Office

P&P: 1006 Effective: 1/5/2012




Summary:
Oath of Office policy

Policy:
Police Officers are granted their authority by the Commonwealth in order to maintain an orderly society and to protect the rights of citizens to be free of harassment or unwanted intrusion into their lives. Thus the power granted the police

Attachments:

- Add New Attachment
- Filters: None Applied
- WD.1 Policy #A-6 Oath of Office- Sworn Personnel
Accreditation Manager
- WD.2 Policy # C-1 Oath of Office Non-Sworn Personnel
Accreditation Manager
- Proof.2013 (1) Graduating Academy #43 Oath Document
Accreditation Manager
- Proof.2013(2) Crime Scene Specialist Appointment Oath Document
Accreditation Manager
- Proof.2014 Parking Enforcement Officer Oath Document
Accreditation Manager
- Proof.2015 Graduating Academy #44 Oath Document
Accreditation Manager
- Note.Int (1) City of Clerk Records
Accreditation Manager
- Note.INT(2) Recently Hired Police Officer
Accreditation Manager
- Note.INT(3) Recently Hired Telecommunicator
Accreditation Manager

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

-  [bestpractice1.png](#) [1]
-  [bestpractice1.png](#) [2]
-  [bestpractice2.png](#) [3]

Links:

- [1] <http://www.calea.org/sites/default/files/bestpractice1.png>
- [2] http://www.calea.org/sites/default/files/bestpractice1_0.png
- [3] <http://www.calea.org/sites/default/files/bestpractice2.png>