

Using and Calculating Statuses

As a part of your self-assessment, you should set and calculate statuses annually to ensure you remain in compliance with all applicable standards and do not exceed allowable Other than Mandatory or 20% status. Levels of compliance of standards may change, and calculating your statuses annually is an important part of your self-assessment.

This document provides guidance in setting statuses and calculating those statuses, as well as providing to the CSM's and Site-based Assessment Team final numbers they will request from you.

Annually, set a Status as applicable, for every standard for at least one Role in your PowerDMS assessment. *Typically, it is the Accreditation Manager Role, but can be any single role you elect to use.*


Statuses should be set to one of the following for each standard in the one role you elect to use:

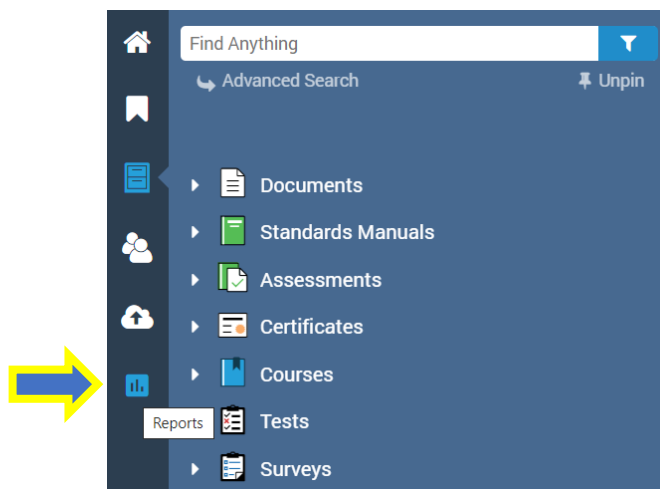
- In Compliance
- Not Applicable
- Elected 20% (*this status is not applicable for LE1 or CS1 – should be used for Advanced Law Enforcement, Advanced Campus Security, Comm and Training Academy only*)

(if you are a LE1 or CS1 agency, you can bulk set non Tier 1 standards to Not Applicable by following these instructions: [CALEA Tier 1 Accreditation Setup \(powerdms.com\)](https://powerdms.com/CALEA-Tier-1-Accreditation-Setup))

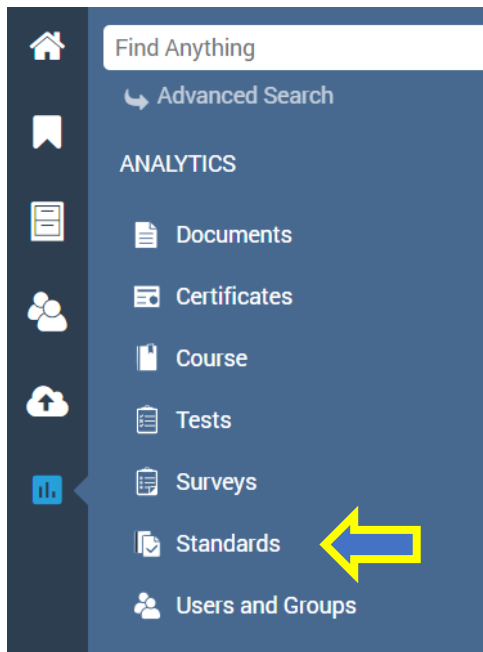
Once you have a status set for every standard, create a Status report for the Role you have set the statuses in. This is the report needed to utilize the [Status Calculator](#) Tool. **If you set your statuses to expire, create the report before they are set to expire.** We recommend you do not expire statuses in Year 4.

HOW To Create the Report:

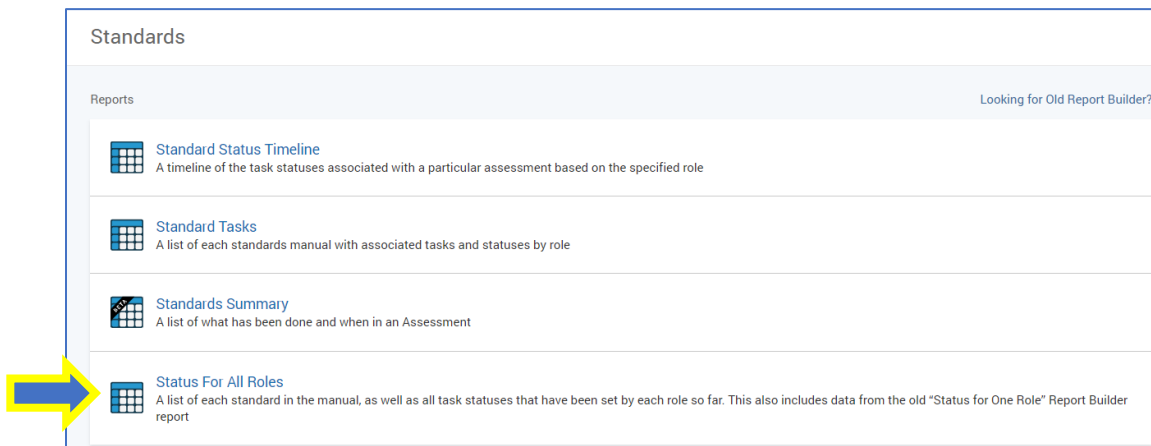
- Select the **Reports** icon on the very left sidebar of your PowerDMS 



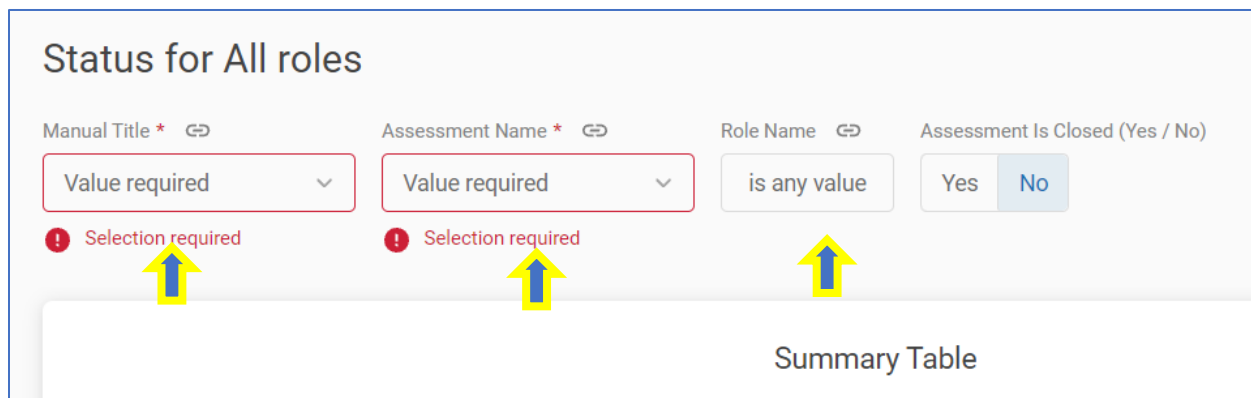
- From the ANALYTICS choices, select **Standards**




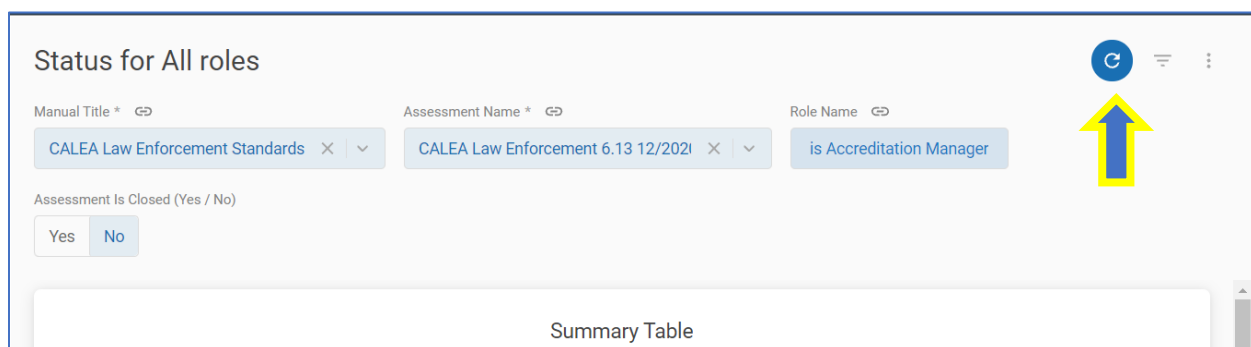
- Select Report titled **Status For All Roles**



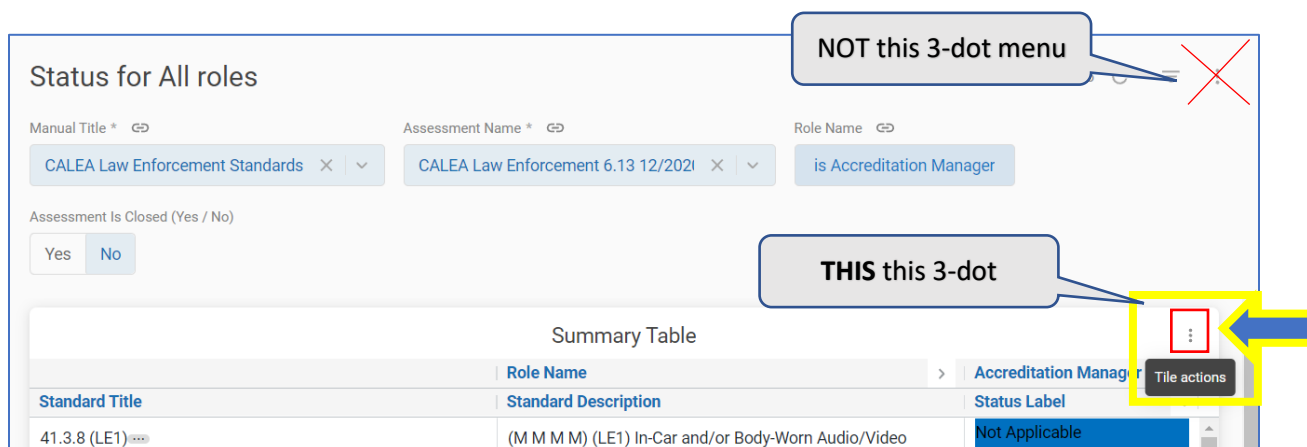
- **Complete required values as well as the Role Name**
 - Manual Title
 - Assessment Name
 - Role – *that you set your statuses in and want the results for – usually Accreditation Manager but can be any Role you have used or set statuses in*



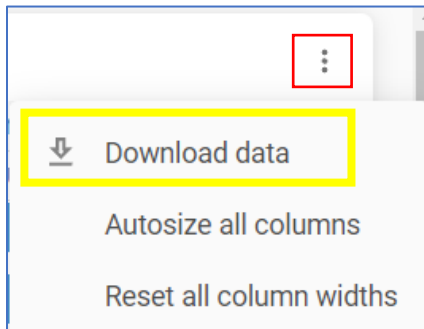
- Once you have the required Values selected, click the LOAD icon  in the upper right corner



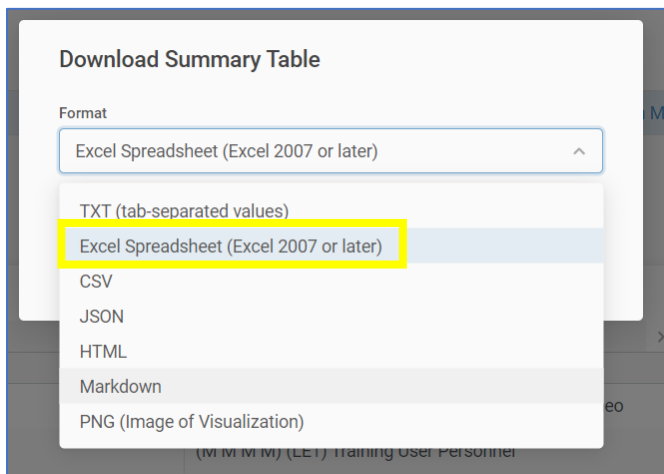
- To Download the report, Select the Tile Actions 3-dot menu. This is NOT the 3-dot menu in the upper right-hand corner, but is to the right of the Summary Table and above the Role



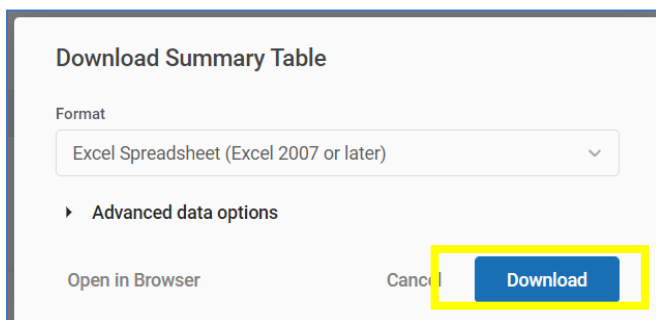
- From the Tile Actions 3-dot menu, select **Download Data**



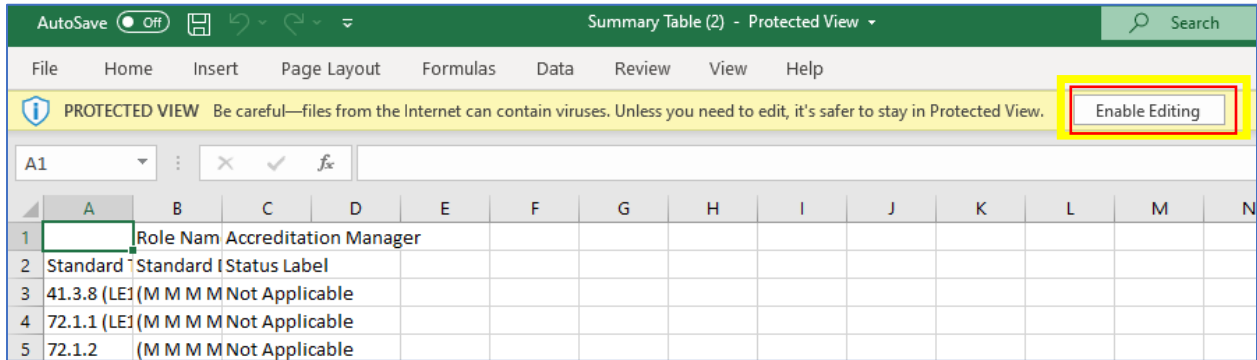
- After clicking Download data, select from the Download Summary Table and Format drop-down **Excel Spreadsheet**



- **Click Download**



- Open your downloaded Excel results. The columns may be close together and you can adjust.
- Click Enable Editing



Once you have the Status Report downloaded into Excel, you may use that data for the [Status Calculator](#) tool to verify appropriate compliance during your self-assessment throughout the entire process, as well as for the CSM and Site Based Assessment Team and final report. The information required is as follows.

Advanced Law Enforcement, Advanced Campus Security, Communications and Training Academy Programs:

- Total Mandatory standards in compliance
- Total Other-than-Mandatory standards in compliance
- Total standards marked as N/A
- Total standards marked as 20%

Law Enforcement/LE1 and Campus Security/CS1 Programs:

- Total standards in compliance
- Total standards marked as N/A

You can manually calculate the needed information, but it is recommended you use the Status Calculator tool for all processes.

For agencies seeking the Excellence Award, please review the criteria from the CALEA webpage and work to be in compliance with the Other-than-Mandatory standards as required per the criteria. [Excellence Award | CALEA® | The Commission on Accreditation for Law Enforcement Agencies, Inc.](#)

For Year 4 calculations, please **do not** have any statuses as Not Set or In Progress in the one role you elect to use. We recommend you do not expire statuses in Year 4.

To use the Status Calculator Tool:

Download the tool from the CALEA website under Tools and Tutorials: [CALEA Status Calculator | CALEA® | The Commission on Accreditation for Law Enforcement Agencies, Inc.](#)

It is recommended you download the tool each time you want to use it to ensure you have the most current version.

CALEA® | The Commission on Accreditation for Law Enforcement Agencies, Inc. > Education > Tools & Tutorials > CALEA Status Calculator

CALEA Status Calculator

Accessing and Using your CALEA Status Calculator

Use the following instructions to learn how to access and use your Status calculator.

To use your CALEA Status Calculator in PowerDMS, your first step will be to **download the tool**. It is important to **download the tool each time you calculate**. The file is an Excel file and uses Macros. You **MUST enable the Macros** for the calculator to work correctly.

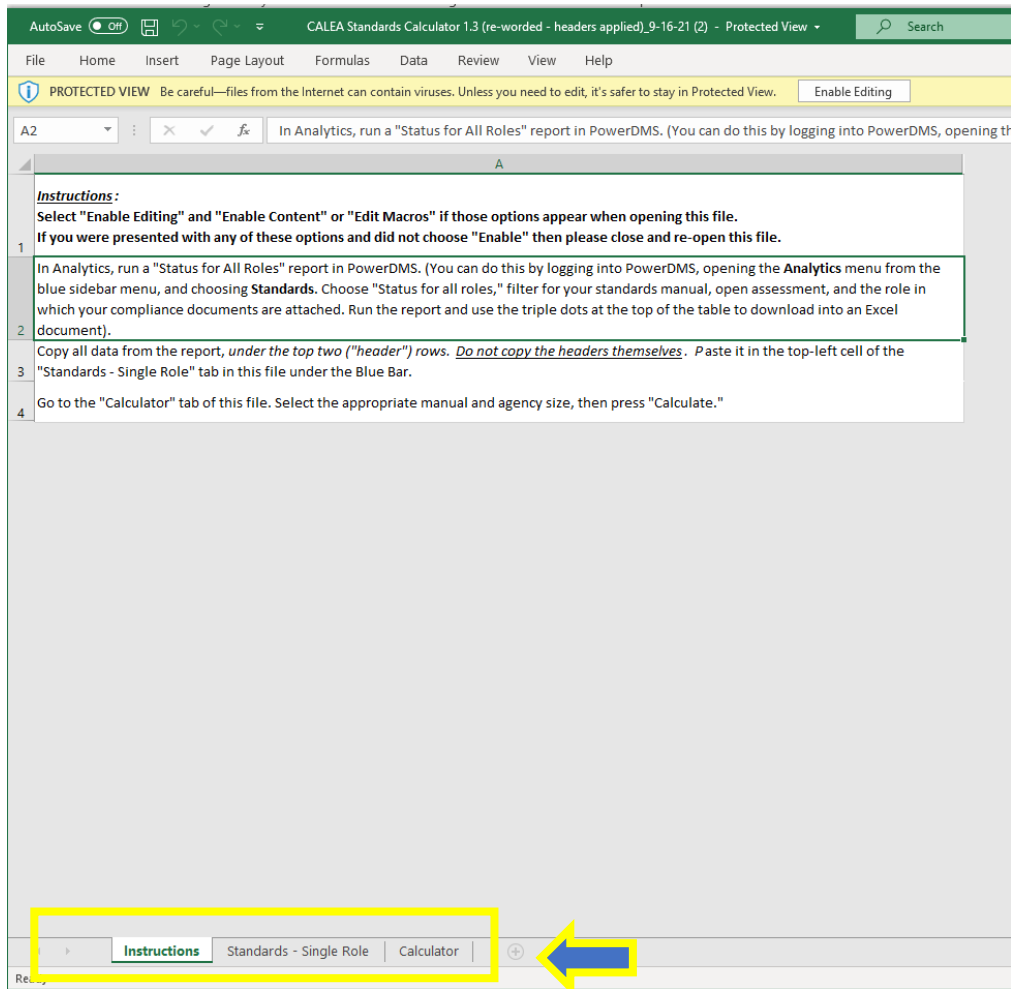
To review the steps for accessing and using the Status Calculator Tool click [here](#).

[Video Tutorial](#)

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View each of the 3 pages at the bottom of the Status Calculator (3 tabs at the bottom of the Excel tool)

- Instructions
- Standards – Single Role
- Calculator



Page 1 – Instructions:

1. Select “Enable Editing” and “Enable Content” or “Edit Macros” if those options appear when opening this file. If you were presented with any of these options and did not choose “Enable” then please close and reopen this file.
2. In Analytics, run a “Status for All Roles” Report in PowerDMS. (You can do this by logging into PowerDMS, opening the Analytics menu from the blue sidebar menu, and choosing Standards. Choose “Status for all roles”, filter for your standards manual, open assessment, and the role in which your compliance documents are attached. Run the report and use the triple dots at the top of the table to download into an Excel document).
3. Copy all data from the report, *under the top two (“header”) rows. Do not copy the headers themselves.* Paste it in the top-left cell of the “Standards – Single Role” tab in this file under the Blue Bar.
4. Go to the “Calculator” tab of this file. Select the appropriate manual and agency size, then press “Calculate”.

Page 2 Standards – Single Role (2nd tab at the bottom of the Excel report),

Per the instructions, from the **“Status Report” Excel results** that you have downloaded from your PowerDMS, copy all data from the first 3 columns of the report, NOT including the top two (“header”) rows.

Do this by putting your cursor in cell A3 and drag to copy through C3 and down until you have captured all of the data and then **COPY**.

1		Role Name	Accreditation Manager			
2	Standard	Standard Label	Status Label			
3	41.3.8 (LE1)	(M M M M	Not Applicable			
4	72.1.1 (LE1)	(M M M M	Not Applicable			
5	72.1.2 (LE1)	(M M M M	Not Applicable			
6	72.2.1 (LE1)	(M M M M	Not Applicable			
7	72.3.1 (LE1)	(M M M M	Not Applicable			
8	72.3.2 (LE1)	(M M M M	Not Applicable			
9	72.3.3 (LE1)	(M M M M	Not Applicable			
10	72.4.1 (LE1)	(M M M M	Not Applicable			
11	72.4.2 (LE1)	(M M M M	Not Applicable			
12	72.4.3 (LE1)	(M M M M	Not Applicable			
13	72.4.4 (LE1)	(M M M M	Not Applicable			
14	72.4.5 (LE1)	(M M M M	Not Applicable			
15	72.4.6 (LE1)	(M M M M	Not Applicable			
16	72.4.7 (LE1)	(M M M M	Not Applicable			
17	72.4.8 (LE1)	(M M M M	Not Applicable			
18	72.4.9 (LE1)	(M M M M	Not Applicable			
19	72.4.10 (LE1)	(M M M M	Not Applicable			
20	72.4.11 (LE1)	(M M M M	Not Applicable			
21	72.5.1 (LE1)	(M M M M	Not Applicable			
22	72.5.2 (LE1)	(M M M M	Not Applicable			
23	72.5.3 (LE1)	(M M M M	Not Applicable			
24	72.5.4 (LE1)	(M M M M	Not Applicable			

Place your cursor in A3, drag it through C3 and then down until you have captured all data for all rows. Continue down

Once you have captured all of the data from A3-C3 minus the top two header rows COPY it

From page 2 of the Status Calculator, put your cursor in cell A2 below the blue bar and PASTE.

	A	B	C
1	Title	Description	StatusLabel
2	41.3.8 (I	(M M M M) (LE1) In-Car and/or Body-Worn Audio/Video	Not Applicable
3	72.1.1 (I		Not Applicable
4	72.1.2		Not Applicable
5	72.2.1		Not Applicable
6	72.3.1	(M M M M) Fire, Heat/Smoke Detection System, Inspections	Not Applicable
7	72.3.2	(M M M M) Posted Evacuation Plan	Not Applicable
8	72.3.3	(M M M M) Pest Control Inspection	Not Applicable
9	72.4.1 (I	(M M M M) (LE1) Securing Weapons	Not Applicable
10	72.4.2	(M M M M) Entering Occupied Cells	Not Applicable
11	72.4.3	(M M M M) Key Control	Not Applicable
12	72.4.4	(M M M M) Facility Door Security	Not Applicable
13	72.4.5	(M M M M) Cell Security Checks	Not Applicable
14	72.4.6	(M M M M) Facility Security Inspections	Not Applicable
15	72.4.7	(M M M M) Tool and Culinary Equipment	Not Applicable
16	72.4.8	(M M M M) Alerting Control Point	Not Applicable
17	72.4.9	(M M M M) Panic Alarms	Not Applicable
18	72.4.10	(M M M M) Escape Procedures	Not Applicable
19	72.4.11	(M M M M) Report, Threats to Facility	Not Applicable
20	72.5.1	(M M M M) Detainee Searches	Not Applicable
21	72.5.2	(M M M M) Intake	Not Applicable
22	72.5.3 (I	(M M M M) (LE1) Sight and Sound Separation	Not Applicable
23	72.5.4	(M M M M) Segregation	Not Applicable
24	72.5.5	(M M M M) Procedure, Outside Detainees	Not Applicable
25	72.5.6	(M M M M) Procedure, Exceeding Capacity	Not Applicable
26	72.5.7	(M M M M) Identification, Released Detainees	Not Applicable
27	72.6.1	(M M M M) Procedure, Medical Assistance	Not Applicable
28	72.6.2	(M M M M) Fire, Alarms	Not Applicable

Standards - Single Role

Navigate to page 3, Calculator

- Select the Standards Manual from the drop-down option
- Select the Agency Size Code from the drop-down option
- Select Calculate

The screenshot shows the 'Status Calculator' interface. At the top, there are two dropdown menus: 'Standards Manual' set to 'Law Enforcement Standards' and 'Agency Size Code' set to 'C (75-299 personnel)'. Below these is a 'Calculate' button. A callout box on the left contains the text: 'Select appropriate Standards Manual', 'Agency Size', and 'Calculate'. Below the 'Calculate' button is a section titled 'Applicable Standards' containing a table with the following data:

Mandatory Standards	351
Mandatory Standards In Compliance	350
Other-than-mandatory Standards	58
Other-than-mandatory Standards In Compliance	54
Percentage of Other-than-mandatory Standards In Compliance	93.10%
Current Number of Other-than-mandatory "Elected 20%" Standards	4
Percentage of Other-than-mandatory Standards Elected	6.90%
Maximum allowable number of "Elected 20%" Standards	11

Below this is a section titled 'Not Applicable (N/A) Standards' with a table:

Total Not Applicable (N/A) Standards	49
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At the bottom, there is a section titled 'Mandatory Standards Marked as "Elected 20%":' with the value '1.1.1 (LE1)'. A callout box points to this section with the text: 'If you have incorrectly set a status for a standard(s) to "Elected 20%", it will be indicated here'. A red arrow points from this callout to the 'Mandatory Standards In Compliance' value of 350 in the table above. On the right side, a yellow-bordered callout box contains the text: 'Share these results with the Site-Based Assessment Team Leader after making necessary corrections'. The bottom of the interface shows a navigation bar with 'Instructions', 'Standards - Single Role', and 'Calculator' tabs.

There should **not be any red shading**, indicating an error

Results provide:

- The quantity of Mandatory standards and Mandatory standards in Compliance
- The quantity of applicable Other than Mandatory standards and Other than Mandatory in Compliance
- Current quantity of standards set to "Elected 20%" status and the maximum allowable number of standards you can elect the status of "Elected 20%" based on your agency size and applicable Other than Mandatory standards
- The quantity of Not Applicable standards
- If you have any Mandatory standards marked as "Elected 20%" - you will need to correct the status and verify you have documented compliance with any standards indicated here and run the Status Calculator again from an updated Excel Status Report

Share these from results from the Status Calculator with the CSM or Assessment Team Members as requested

Resources:

- [CALEA Status Calculator | CALEA® | The Commission on Accreditation for Law Enforcement Agencies, Inc.](#) (CALEA website Tools & Tutorials)
- [Video Tutorial](#) of these instructions
- [Accessing and Using your CALEA 20% Calculator Tool \(powerdms.com\)](#) PowerDMS Instructions