Collection of helpful Getting Started articles that can set you on the path to success with PowerDMS. Special Attention to the following sections:

- PowerDMS Site Setup and Administration
  - Creating Users
  - Creating Groups
- PowerDMS Standards
- PowerDMS Policy
Once you have access to your PowerDMS site or the additional licenses activated in your existing site, one of the first things you will want to do is Request Permission to the CALEA Community and Subscribe to the appropriate CALEA Standards Manuals

Membership will only be approved for named Accreditation Managers and CEO’s

Only one person needs to subscribe, and once access is provided, security can be provided to other users/groups as needed

- Subscribing to a Standards Manual (powerdms.com)
- Part 1 of 8 Standards Series - Accessing Your Standards Manual and Beginning an Assessment (powerdms.com)
Access the Administrative Menu from under Welcome & your name in the upper right-hand corner
From the Admin Menu table of contents, select Standards Manual Communities

Find CALEA in the list (alphabetical)

Click Request Membership
CALEA will move to the top of the list of Communities

Once your Membership is approved, you will receive an email

Go back to the Admin Menu

Select Standards Manual Communities from the table of contents
Standards Manuals - Subscribing

Click on the “CALEA Community” to view the available manuals you can subscribe to

Subscribe to the manuals you would like to access in your PowerDMS site

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Minimally you will want to subscribe to CALEA Guide to Successful Accreditation Management AND the process(es) you are enrolled in
Standards Manuals

Provide access to others – individual(s) or group(s)

- Manage Manual
- Security Tab

### Security in a Nutshell – View, Audit, and Edit

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Standards Manuals - Searching

Search the standards manual
- Use the Find Anything or
- Use the internal search

Click the standards manual you want to search
- Type in your search term or phrase into the Find Anything
Standards Manuals - Searching

Click the “dots” to expand the internal table of contents and search feature.
Standards Manuals - Searching

- Use blue table of contents, or
- Internal table of contents to navigate
- Magnifying glass to “search”
Standards Manuals

35.1.9 (LE1)

(M M M M) (LE1) Personnel Early Intervention System

A written directive establishes a Personnel Early Intervention System to identify agency employees who may require agency intervention efforts. The directive shall include:

a. definitions of employee behaviors or actions to be included for review;

b. threshold or trigger levels to initiate a review of employee actions or behavior;

c. a review of identified employees, based on current patterns of collected material, that is approved by the agency CEO or designee;

d. agency reporting requirements of conduct and behavior;

e. documented annual evaluation of the system;

f. the responsibility of supervisors;

g. remedial action; and

h. specific type of employee intervention, including performance intervention (performance improvement plan, etc.

Terms or phrases with the dotted underline = Click on it to view the CALEA definition in Appendix A, Glossary.

Evaluation

A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.
Standards Manuals
Standards Manual versions default to the version your assessment is on, and you can toggle to other versions using the 3-dot menu to the right to the manual title.

Refer to CALEA Guide to Successful Accreditation Management regarding when to upgrade your assessment to a newer version of the manual.
When standards do change, you can compare versions of the standards manual using the side-by-side comparison.
Click Revisions
Select the two versions that you want to compare
Click Compare Selected Revisions (*may be at the very bottom*)
Once you click Compare Selected Revisions, it can take several seconds to render the comparison.

View/expand the Difference Legend (*upper left corner*)

When done, click Finish Compare (*upper right corner*)