



## Indiana Police Accreditation Coalition

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Meeting Agenda  
April 20, 2017  
Plainfield PD/HCC  
Plainfield, IN

## [Access the Standards for Law Enforcement Agencies Manual, 6th Edition](#)

W. Craig Hartley, Jr.  
Executive Director

- The ***Standards for Law Enforcement Agencies Manual, 6th Edition*** is now published! The release of the new edition has occurred within the PowerDMS™ application. Please log on to your PowerDMS™ site to receive the new release and feel free to contact your Regional Program Manager if you need any additional information. Prior to making changes to your current assessment or manual version, please refer to the article [\*\*\*CALEA Standards for Law Enforcement Agencies Transitioning from 5th to 6th Edition\*\*\*](#) created by PowerDMS™.

- Most agencies DO NOT need to upgrade to the 6<sup>th</sup> edition in PowerDMS™ right away. Each agency should plan your transition using the Transition Policy issued by the Commission. This policy indicates when an agency must transition to the 6th Edition. It is important to review this policy and establish a strategy for your agency. The Transition Policy is Appendix D in the law enforcement manual.

- The process of promulgating standards has worked to promote the level of professionalism in the field of public safety for almost four decades. The Commission understands the importance of its role in this process and remains focused on supporting public safety agencies. CALEA is the Gold Standard for Public Safety Agencies, and focused on maintaining this distinction.

- The release of the 6th Edition is the result of nearly two years of committee work, commissioner review, and client review. The committee considered feedback from more than 1200 online client comments and received 40 client letters addressing changes to the draft manual. Below are a few significant changes in the edition. The changes can be reviewed using the compare feature of the manual.

- Requirement for Reserve officers to have equivalent training
- The term "Volunteers" replaces "Auxiliary"
- The term "Non-sworn" replaces "Civilian"
- Use of Force moved from Chapter 1 to new Chapter 4

- Some standards renumbered within chapters because of deleted standards
- Temporary Detention weapons control
- Weapons Control Issue - what is a weapon?
- Time Sensitive to complement Four Year Cycles
- Adjustments to LE1 and Levels of Compliance

- Once again we advise you to use the ***Standards for Law Enforcement 6th Edition Crosswalk*** for an overview of the changes, and as a resource when comparing the manual in PowerDMS™. A link for the crosswalk can be found in Appendix D of the standards manual. As a reminder: CACE services will discontinue December 2017 for all programs. CACE-L **will not** be updated with the 6<sup>th</sup> edition manual. CALEA will continue to communicate and provide updates through webinars, email and the monthly E-Communiqué. However, if you have questions, do not hesitate to contact CALEA staff.
- April 2017

**Transitioning to the Standards for  
Law Enforcement Agencies, 6th  
Edition Manual  
Paul MacMillan  
CALEA Regional Program Manager  
[Northeast Region](#)**

# Recorded Webinar: Best Practice - Transitioning your Assessment to the CALEA 6th Edition Manual

- [https://success.powerdms.com/success/s/article/ka2A0000000D0cwIAC/Transitioning-your-Assessment-to-the-CALEA-6th-Edition-Manual?language=en\\_US](https://success.powerdms.com/success/s/article/ka2A0000000D0cwIAC/Transitioning-your-Assessment-to-the-CALEA-6th-Edition-Manual?language=en_US)

# **CALEA Standards for Law Enforcement Agencies: Transitioning from 5th to 6th Edition**

This article will give you recommendations for transitioning from the CALEA Standards for Law Enforcement Agencies manual's 5th edition to its 6th.

## **CONTENT**

- The Standards for Law Enforcement Agencies 6th Edition will be published April 6, 2017, and will be available in your PowerDMS site on that day.
- When you access the law-enforcement manual, you'll be viewing the most current version. You can view a previous version and/or a side by side comparison at any time.
- Note: You must have administrative permissions as well as at least audit rights over the standards manual to view a side-by-side version comparison.
- If you've never created a law-enforcement assessment, you must do so using the 6th Edition manual.

# Transitioning to the New Manual (6th Edition)

If you completed your previous assessment in version 5.23 in PowerDMS and it is time to transition to 6.0, we recommend following these steps.

1. Close your current assessment.
2. Create a new assessment IN VERSION 5.23 (see Figure 1 below).
3. Copy your attachments in bulk from the closed assessment to the new assessment (video tutorial).
4. Upgrade the new assessment to Version 6.0.
  - a. You may choose to create tasks under your Role of Accreditation Manager (see Figure 2 below).
  - b. We expect attachments for 12 standards will not transfer due to them being combined into another existing standard. You will be able to go to the closed assessment and retrieve the attachments to re-attach to the correct standard. (See Tips & Tricks #2 and #3 below.)

5. The following 12 standards are deleted with their content combined into another standard, and therefore will not transfer. Please plan to manually transfer any associated documents over to the new standard.

- 1.3.13, combined into 4.2.4
- 11.2.1, combined into 11.3.2
- 16.1.1, combined into 21.2.3
- 21.2.4, combined into 16.1.2
- 22.1.5, combined into 22.2.4
- 34.1.2, combined into 34.1.1
- 45.2.5, combined into 45.2.2
- 55.1.3, combined into 55.1.1
- 61.2.3, combined into 61.2.2
- 61.2.4, combined into 61.2.1
- 72.6.3, combined into 72.5.2
- 83.2.7, combined into 83.2.1

**Important: If you are not required to upgrade and decide to stay in version 5.23 (5th Edition) DO NOT UPGRADE, as this process in PowerDMS is not reversible.**

# Figure 1: Creating an assessment on a previous version of the manual

New Assessment

General Security

\* Assessment Name:

Due Date:  

Publication: Version 6.0 (Test) ▼ of CALEA V6 Test

Your Role: **Version 5.23** ▼

- Version 5.22
- Version 5.21
- Version 5.20
- Version 5.19
- Version 5.18
- Version 5.17
- Version 5.16
- Version 5.15
- Version 5.14
- Version 5.13
- Version 5.12
- Version 5.11
- Version 5.10
- Version 5.9
- Version 5.8
- Version 5.7

# Figure 2: Creating tasks in the role(s) you choose as a process of the upgrade.

**Note:** Upgrading an assessment to a newer version of a standards manual cannot be undone. [Learn more about upgrading your assessment.](#)

## Step 2 - Changed Standards Settings

Perform the following actions for each listed role on the 417 standards that were changed by this upgrade:

Role	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove pending proofs
Auxiliary	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove all proofs
Accreditation Team	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove all proofs
Accreditation Manager	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove all proofs
Mock Assessor	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove all proofs
CALEA Assessor	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove all proofs
CALEA Compliance Services Member	<input checked="" type="checkbox"/> Create review tasks	<input type="checkbox"/> Remove all proofs

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# Tips and Tricks

1. If you follow the recommended steps above and do upgrade, then later decide that you won't be able to come into compliance with all standards in the 6th Edition prior to your file review, you can close the assessment in Version 6.0 and re-open your 5.23 assessment.
2. Navigate between your closed assessment and new assessment.
3. For those attachments that do not copy, you can pull an attachment from the Closed Assessment to re-attach to the New Assessment.
4. If you have created assignments for various Roles, we recommend you verify those assignments, with special attention to new chapters or standards that moved to a different chapter, as the assignment will not follow that move.

- *“Change!”* It has been said that people dislike change, however they don’t like the way things are, either. Well lately, CALEA has been full of change. We started a four-year cycle. We transitioned to the full use of Power DMS for accreditation management. We began annual compliance reviews. We developed a web-based reporting platform, the CALEA Information and Management Reporting System, commonly referred to as CIMRS. CALEA is all about change for the benefit of client agencies.

- But wait, there's more! The 6<sup>th</sup> Edition manual of the *CALEA Standards for Law Enforcement Agencies*! This article will address the transition to the new 6<sup>th</sup> Edition manual.

# Initial accreditation:

- Law enforcement agencies currently enrolled in the self-assessment process may remain in the current 5<sup>th</sup> Edition until their first award. After their first award, they must transition into the 6<sup>th</sup> Edition for their next assessment cycle, including the annual remote reviews and site-based assessment in the fourth year.

# Initial accreditation:

- However, notwithstanding the above, no initial accreditation awards under the 5<sup>th</sup> Edition will be granted after April 1, 2019.
- Law enforcement agencies enrolling in CALEA and beginning self-assessment after April 1, 2017 will be required to use the 6<sup>th</sup> Edition Standards Manual.

# Reaccreditation:

- Law enforcement agencies actively enrolled in their reaccreditation cycle may continue with the 5<sup>th</sup> Edition until the close of their current cycle.
- However, no reaccreditation awards under the 5<sup>th</sup> Edition will be granted after April 1, 2021, which is four years from the effective date of the 6<sup>th</sup> Edition standards. This will allow any agency currently working in the 5<sup>th</sup> Edition to complete their four-year cycle.

# Early transition to the 6<sup>th</sup> Edition:

- The Commission revises the standards so they remain contemporary. For that reason, agencies may be anxious to move to the 6th Edition before required to do so by the transition policy.

# Early transition to the 6<sup>th</sup> Edition:

- Once the new manual is released by the Commission, agencies are free to transition to the 6<sup>th</sup> Edition. However, it is important to remember that CALEA will only allow agencies to work in one manual at a time. This means, unless you are completely prepared to apply the entire new manual, it is recommended you remain in the 5<sup>th</sup> Edition. If you should choose to transition early, please be mindful that we cannot conduct annual compliance reviews or assessments by blending the two manuals. You would have to be working in one or the other.

# **Early transition to the 6<sup>th</sup> Edition:**

- Once you move to the 6th Edition you can begin working on those directives that need to be created or modified due to the changes made by the Commission.

## **Early transition to the 6<sup>th</sup> Edition:**

- After you update your files, and prepare for your annual compliance review, make sure to advise the assigned Compliance Service Member (CSM) of the manual you are working in, so they can review the correct files during their review. If you have not completed some of the files, provided they are not of a time sensitive nature, notify the CSM those files have not yet been modified so they can review other standards. Special care should be made to remain compliant, regardless of the edition you are using.

# Conclusion

- This transition policy reflects the value that CALEA places in its relationships with public safety agencies working towards or maintaining accreditation. CALEA will continue to support each agency with this transition.
- Program integrity is essential to ensure the professional nature of the accreditation process. In order to maintain the gold standard in public safety accreditation, we will ensure the application of this transition policy is in keeping with CALEA's mission, purpose and values.

# Conclusion

- Many of us have not experienced a transition between manual editions before and it can be confusing. If you still have questions, please contact your friendly Regional Program Manager.
- March 2017

# **Appendix D**

*CALEA<sup>®</sup> Standards for Law  
Enforcement Agencies Manual, 6th  
Edition* Resolution for  
Implementation & Agency  
Transition Policy

CALEA recognizes that in order to maintain its commitment to excellence, a complete review of the CALEA Standards for Law Enforcement Agencies must be conducted periodically. In May 2015 the Commission began a careful analysis and update of its law enforcement accreditation program standards. The result was the *CALEA Standards for Law Enforcement Agencies Manual, 6th Edition*.

The Commission recognizes transitioning to a completely new manual takes time for agencies and believes a protracted implementation period is the most responsible way to achieve its standards-driven objectives. Therefore, the Commission has endorsed a Transition Policy intended to take effect upon adoption of the revised manual.

- Actively enrolled agencies in self-assessment may remain in the CALEA Standards for Law Enforcement Agencies Manual, 5th Edition until awarded; however, no initial accreditation awards under the 5th Edition will be granted by the Commission after April 1, 2019.
- Effective April 1, 2017, actively enrolled agencies in reaccreditation cycles may remain in the CALEA Standards for Law Enforcement Agencies Manual, 5th Edition until the close of their current cycles; however, no reaccreditation awards under the 5th Edition will be granted after April 1, 2021.
- Any agency enrolling in CALEA Law Enforcement Accreditation programming after April 1, 2017 must do so under the CALEA Standards for Law Enforcement Agencies Manual, 6th Edition to include any revision updates.
- The [Crosswalk](#) should be used to identify the standard changes.

As evidenced in this resolution, CALEA values its relationship with public safety agencies working towards or maintaining accreditation and will continue to support each agency in administering its programming. Program integrity is essential to ensure the professional nature of national/international accreditation. In order to maintain this gold standard in accreditation, the Commission and staff will ensure the application of this transition policy is in-keeping with the organization's mission, purpose and values.



## STANDARDS FOR LAW ENFORCEMENT AGENCIES 6<sup>TH</sup> EDITION CROSSWALK

### Legend:

1. LOC stands for Level of Compliance (e.g. MMMM)
2. Red text denotes a deletion
3. Blue text denotes a standard has moved
4. Green text denotes a standard is new
5. Asterisk (\*) denotes standard relocation may not be captured in PowerDMS

<http://www.calea.org/sites/default/files/6th%20Edition%20Law%20Enforcement%20Crosswalk.pdf>

# 6th Edition FAQs

- Awarded March 25, 2017; Started (copied/built new Assessment:2017-2020 in version 5.23 in January, 2017) is this ok?
  - Yes your next cycle can be in version 5.23. Your site-based must be prior to April 2021.
- I believe you said an assessment team will not work in two versions, but later the option was offered to do year 1 in 5.23 and then transition to 6.0. How does the assessment work at that time?
  - During the first annual review, CALEA works with agencies to determine which files are ready for inspection. Although the 6<sup>th</sup> Edition – Transition Policy applies, there is flexibility in file selection for the initial review by the CSM. Once the agency transitions all web-based and site-based assessments will be 6th Edition.

- What if I am just ending my current cycle and getting ready to begin a new one (my onsite is next week). Am I required to go straight to 6th edition?
  - All agencies will transition to the 6th Edition after awarded. If your assessment is in April 2017 you will be awarded in July 2017. All agencies awarded in July 2017 will transition into the 6th Edition for the next assessment cycle. The agency will receive a 6th Edition web-based assessment in 2018, 2019, 2020, 2021, and a 6th Edition site-based assessment in 2021.
- So, I am 5 months in to my 4 year process. Do you recommend transitioning to 6.0?
  - Transitioning early is an agency decision. You should review the manual and also consider the timing of your web-based assessment to determine when to transition.

- Is it possible to upgrade to the 6.0 version, so we can review everything thoroughly then later create a new assessment under 5.23 and copy everything over before changing the assessment to 6.0?
  - You can always view the manual **without** creating an assessment. Once you publish the manual it is available in your agency's PowerDMS site. You do not have to create a 6th Edition assessment to view the manual.
- Example: 1.2.3 has been moved to 4.5.6 in the 6th. Will the proofs for 1.2.3 (in 5.23) move to 4.5.6 (in the 6th) if I follow your plan?
  - Yes. If you follow the steps for copying the assessment the information will transfer to the linking standard in the new assessment. There are a list of standards that will not link. Those standards are indicated in the Crosswalk with an asterisk (\*).

- When we went from 4th to 5th Edition we had three years to update all of our policies and files. With the CSMs, now do we have just one year to complete the transition?
- The timeframe to be in compliance with the 6th Edition manual is mandated in the Transition Policy (Appendix D in the manual). If an agency transitions early, they must be in compliance with the 6th Edition prior to the web-based or site-based assessment. During the first annual review, CALEA works with agencies to determine which files are ready for inspection. Care should be applied in having addressed time-sensitive standards and those that are high liability areas.

- We are still using CACE software (with paper files), and will complete our current assessment under that next year. However, I was wondering if I can upgrade my PowerDMS to 6th edition, and work on that when I am able, but still get Re-Accredited under 5.23 with CACE/paper files?
  - CACE will not be updated with the 6th Edition. You can update your manual at any time during this process. Updating your manual will not affect your assessment. The assessors will know to view version 5.23 to determine compliance.

- Can we switch from 5th Edition to the 6th Edition anytime during our 4-year assessment period?
  - Agencies can transition to the 6th Edition at anytime in their reaccreditation cycle by notifying CALEA of the assessment year the transition was made. For example; year 1 and 2 were 5th Edition web-based assessments. The agency transitioned in year 3 and notified the regional program manager. When the year 3 web-based assessment is scheduled the CSM will conduct a 6th Edition assessment.

- We just had our assessment last month. is this process the same if we start from scratch?
  - This depends on your definition of starting from scratch. If this refers to policies, highlighting, and proofs saving to your new assessment in PowerDMS, you will not need to "start from scratch" if you use the [copy assessment method](#). If "starting from scratch" refers to gathering proofs of compliance, you will need new proofs for the new cycle.

- We had our reaccred in July 2016, am I understanding that we don't have to go to 6.0 until after assessment in July 2020?
  - Correct. Agencies awarded in July 2016 are currently in the 4-year process and required to transition to 6th Edition by 2020.
- When will we get assigned a CSM?
  - CSMs are assigned 40-60 days prior to your agency web-based assessment.
- We are in mid assessment. Just to be clear, transitioning the 6th edition is not required until the next assessment?
  - Correct. Agencies in mid-cycle for reaccreditation must transition to the 6th Edition after awarded.

- Is the recommendation to complete current cycle before transitioning to 6th edition?
  - Transitioning early is an agency decision. You should review the manual and also consider the timing of your web-based assessment to determine when to transition.
- All the proofs copy to their new standard number correct?
  - Yes...if you follow the steps for copying the assessment the information will transfer to the new assessment in PowerDMS. There are a list of standards that will not link. Those standards are indicated in the Crosswalk with an asterisk (\*).

- If I have done very little work building the assessment, is it easier to just start everything on the 6th edition without trying to move stuff over.
  - If you are an awarded agency there may be policies in your current assessment that can be saved to your new 6th Edition assessment. The copying process is an option so you don't have to upload all policies and make new highlights.
- Must we inform CALEA that we are transitioning to the Sixth Edition?
  - If you transition to the 6th Edition prior to the mandated timeframe you must notify your regional program manager when you transition.

- My agency achieved our first award with the Mobile conference. I have started a 5.23 assessment but have not uploaded anything yet. will it be ok to just upgrade and start uploading as I would have in 5.23?
  - Yes. If you are an awarded agency there may be policies in your 5th Edition assessment that can be saved to your new 6th Edition assessment. The copying process is an option so you don't have to upload all policies and make new highlights.
- What are the Tier 1 Standards in the 6th Edition?
  - All Tier 1 standards have "LE1" following the level of compliance of the standard. Tier 1 standards are bolded in Appendix H of the standards manual and on the CALEA [website](#). Agencies also can use the search tool in PDMS to identify "LE1" standards.

- We received our award in June and we are now on the 4 year cycle. We have just completed 2016 and will have our remote audit coming up in June. Ideally, we would transition to 6th at the end of 2017 when all of our proofs come in. So my question is would we grandfathered in on 2016 and 2017 for those proofs under 5.23, and only be looked at under 6th for 2018 & 2019
- Once an agency notifies CALEA that they have transitioned to the 6th Edition the next web-based assessment, or site-based assessment will be conducted only in the 6th Edition. CALEA works with agencies to determine which files are ready for inspection. Care should be applied in having addressed time-sensitive standards and those that are high liability areas. The 2018 and 2019 assessments would be 6th Edition in the situation described.

- Is there a standard missing in 33.9?
  - There is not a section 33.9 in the manual. It was an oversight and the title will be removed in the next version of the manual. In addition, the crosswalk description for standard 33.5.3 will be revised to indicate that the standard statement was updated. We apologize for the mistake.