PowerDMS

808.1 PURPOSE

The St. Mary's County Sheriff's Office (SMCSO) has used the online PowerDMS program since 2011. The program enables all agency personnel to access and be accountable for all policies/ procedures, orders, and training components, and allows SMCSO to perform electronic file maintenance for CALEA Accreditation. In addition, testing and survey modules are available as a resource.

808.2 DEFINITIONS

PowerDMS - Online document management and accreditation maintenance system.

Modules - The SMCSO subscribes to the full PowerDMS suite, which includes policy, training, and assessments.

PowerDMS Administrator - Accreditation manager or designee.

808.3 SYSTEM

PowerDMS is hosted on the cloud with secure servers managed by Rackspace, and can be accessed from any internet connection via the following link with the user's "User ID" and secure password:
https://powerdms.com/ui/login.aspx?companyid=stmary

The Accreditation Manager is the primary PowerDMS Administrator for the Sheriff's Office.

Any access or usability issues with PowerDMS should be brought to the attention of the PowerDMS Administrator.

(a) Login issues will be resolved by the PowerDMS Administrator.

(b) Some operating system updates made by the St. Mary's County Information Technology Department may cause a temporary incompatibility with the program, causing difficulty in opening documents and signing off for them. Agency personnel should first contact the PowerDMS Administrator, who will assist in determining if the problem can be resolved via the Information Technology Helpdesk or if the issue needs to be resolved through PowerDMS.

(c) The PowerDMS Administrator will address other issues directly with PowerDMS technical support personnel. Agency personnel should not contact PowerDMS technical support directly.

808.4 USER ID AND PASSWORDS

The administrator will create user profiles for all personnel upon receiving a Notification of Employee Action (SMCSO Form #123) from the agency Human Resources Manager for a new employee.

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(a) A "User ID", generally first initial and last name, lower case with no spaces, will be established. In the rare instance that two (2) or more employees have the same first initial and last name, accommodations will be made through the PowerDMS Administrator.

(b) Initial passwords are case sensitive and established by the PowerDMS Administrator. All personnel will change their password to a secure one according to the system requirements upon their first visit to the site.

Upon receiving a Form #123 or Personnel Order detailing the promotion, transfer, resignation, or termination of an employee, the PowerDMS Administrator will update the employee's user profile as appropriate.

808.5 ORIENTATION / TRAINING

All new employees will receive information on the system from the PowerDMS Administrator or designee upon hire.

PowerDMS offers additional tutorial videos and a user guide by accessing the help icon within the program.

808.6 ACCOUNTABILITY

All employees are required to log on to the system at least once a week and when notified via email, indicating items are awaiting review and electronic sign-off in their PowerDMS inbox. An electronic signature for any new or revised document in PowerDMS indicates acceptance and understanding of the document issued.

808.7 ASSISTANT ADMINISTRATORS

The following position has been designated as assistant administrator of the PowerDMS system with specific responsibilities:

Administrative Assistant to the Sheriff

(a) Policies, procedures, manuals/guides, and CALEA assessment files will be managed by the PowerDMS Administrator.

(b) All law enforcement and corrections orders will be issued and managed by the Administrative Assistant to the Sheriff.

(c) Training courses will be issued and managed by the PowerDMS Administrator.

808.8 TRAINING / COURSE / CERTIFICATE MODULE

Any training required by either SMCSO Policy or CALEA Standard is the responsibility of commander/designee of the unit responsible for the subject matter.

Courses can be established in PowerDMS using a variety of media including videos, PowerPoints, and links to other documents. Courses can also have tests and certificates attached to them for accountability.

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(a) In advance of the input of the course into the system, the commander/designee will proof the course elements for accuracy and content. If the course is a MPCTC mandate, the commander/designee will obtain required e-learning approval number.

(b) Once proofed and approved for release, the course should be transmitted to the PowerDMS Administrator for implementation on the system.

808.9 STANDARDS MODULE

The Standards Module is for CALEA Accreditation maintenance. All St. Mary's County Sheriff's Office employees will have access to the CALEA Standards Manual for reference. However, the assessment section has a limited number of user licenses and will be managed by the Accreditation Manager.

808.10 REPORTS

If a report showing personnel accountability for a document from PowerDMS is needed for any purpose, a request should be forwarded to the PowerDMS Administrator for production and electronic transmittal in PDF/Excel format.

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