Subscribing to the ALEAP Manual and Creating an Assessment

The Arizona Association of Chiefs of Police (AACP) has teamed up with PowerDMS to provide Arizona Law Enforcement Accreditation (ALEAP) Standards in an electronic format through PowerDMS Standards. These guidelines are best practice **recommendations** and, if followed, can enhance the review process for both the agency and ALEAP assessors.

The ALEAP Standards Manual

Your ALEAP Standards Manual must be downloaded to your PowerDMS site. Only one user should download the standards manual. Once downloaded, the standards manual will populate in PowerDMS for all designated users. This is a two-step process. You must download the manual before you can build your first assessment.

Step 1:

a.   Navigate to your **Administration Menu**, located in the "**Welcome, *Name***" dropdown menu.

b.   Locate "*Standards Manual Communities*" in the list of items in the Administration Menu.

c.   Click "Standards Manual Communities" and locate the ALEAP community on the table (you may need to navigate through the pages. All accrediting bodies are in alphabetical order).

d.   Click   **Request Membership**

A representative from ALEAP will approve your access request to the ALEAP Community, which will trigger an email informing you that your request for membership has been approved. Please allow up to 24 hours or the next business day for completion of Step 1. Step 1 must be completed before advancing to Step 2.

Step 2:

a.   Navigate to your **Administration Menu**, located in the "**Welcome, *Name***" dropdown menu.

b.   Locate "Standards Manual Communities" in the list of items in the Administration Menu.

c.   Click "Standards Manual Communities" and locate the ALEAP community, which will be at the top of the list on the first page.

d.   Click ⊙ then click [Subscribe] next to the manual.

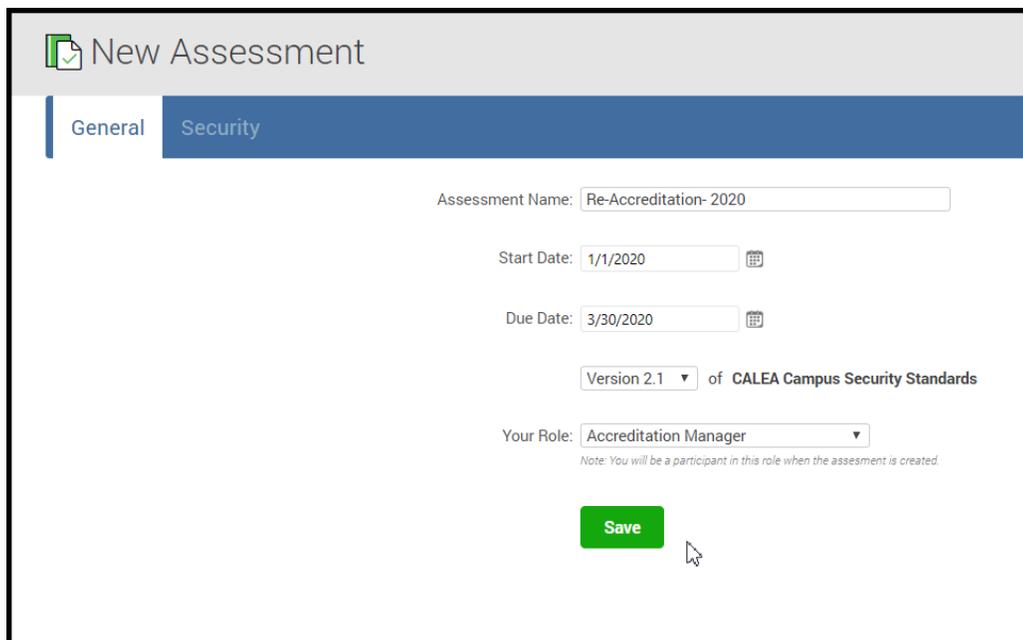*Please allow at least an hour for the manual to download to your PowerDMS site. Once downloaded, you are ready to Create your Assessment.*

1. To create an assessment, open your standards manual in the PowerDMS manual viewer, and then click the **Create Assessment** button in the top right of the page.
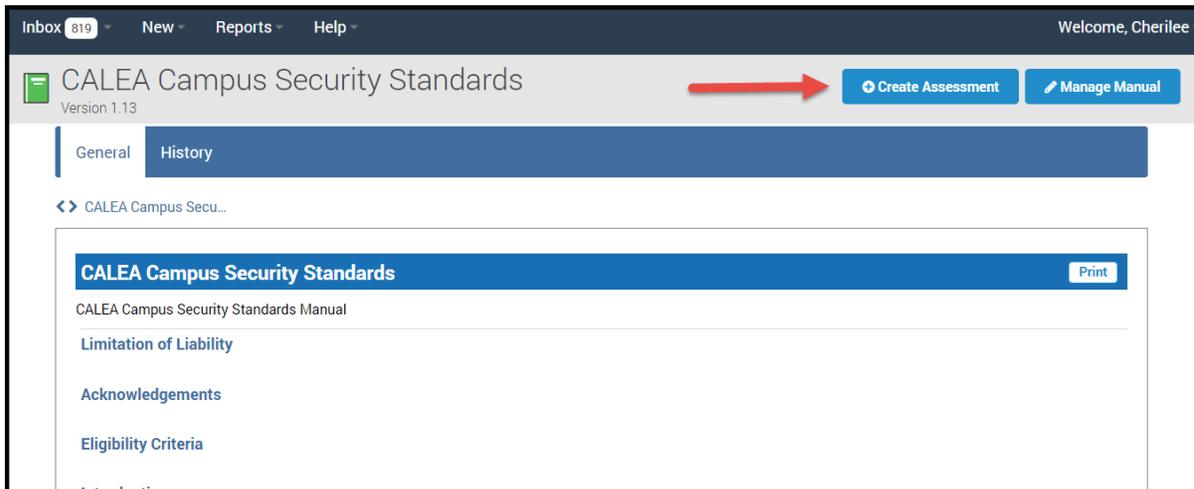
2. Under the **New Assessment > General** tab, fill in the assessment name, it's start date and due date, the manual you wish to use to conduct the assessment, and select your role.

   • When naming your assessment, add the manual acronym and the start *and* end month/year of your assessment cycle.
   Example: **ALEAP** 03/2019 – 3/2021

3. Click **Save** when you're finished.

User Roles and Participation

You can either give participants the responsibility to Participate or Observe.

- **Participate** allows them to add attachment proofs to their assigned standards and set statuses on the standards.
- **Observe** allows them to monitor attachments and statuses within their particular assigned role, but they will not be able to edit or add anything to the assessment themselves.

All users can only observe or participate in roles/sections they're assigned.

Adding Participants to Assessment

1. Navigate to your assessment and click on the root of the standards manual.

2. Click on the "Assignments" tab

3. Click Add New Assignment
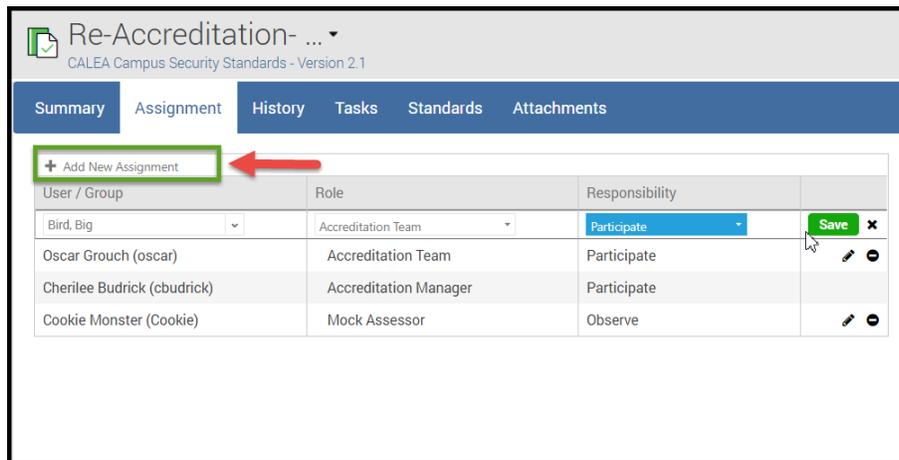
4.

5. In the **User / Group** dropdown field, select the user(s) you wish to assign from the dropdown menu to populate the field.

6. In the **Role** dropdown field, select *Accreditation Manager* from the list depending on the nature of the assessment being conducted.

7. In the **Responsibility** dropdown field, select *Participate* from the list.

8. Click **Save**

9. If you've also decided to add *Accreditation Team* members, follow the steps below.

10. Click Add New Assignment

11. In the **User / Group** dropdown field, select the user(s) you wish to assign from the dropdown menu to populate the field.

12. In the **Role** dropdown field, select *Accreditation Team* from the list.

13. In the **Responsibility** dropdown field, select *Participate* from the list.

14. Click **Save**

To ensure the Accreditation Manager can view the Accreditation Team uploads, and vice versa, you must also add an Observe role for the both the Accreditation Manager and Accreditation Team.

15. Click Add New Assignment

16. In the **User / Group** dropdown field, select the user(s) you wish to assign from the dropdown menu to populate the field.

17. In the **Role** dropdown field, select *Accreditation Manager* or *Accreditation Team* from the list depending on the role they were NOT assigned in the previous step.

18. In the **Responsibility** dropdown field, select *Observe* from the list.

19. Click **Save**