



Transition to CALEA Training Academy 3rd Edition Standards Guide

WE RECOMMEND YOU VIEW THE WEBINAR OR WEBINAR RECORDING PRIOR TO TRANSITIONING YOUR ASSESSMENT TO THE 3RD EDITION.

THE MOST IMPORTANT STEP IS TO ARCHIVE YOUR ASSESSMENT BEFORE UPGRADING.

DO NOT SIMPLY CLICK THE UPGRADE BUTTON AS THIS CANNOT BE UNDONE.

Once the new version 3.0 is published in PowerDMS, and you access the training academy standards manual, you'll be viewing the version your current assessment is on by default. If you do not have an open assessment, the default will be the most current version of the standards manual.

You can view another version of the standards manual and/or conduct a side-by-side comparison at any time. (You must have administrative permissions as well as at least audit rights over the standards manual to view a side-by-side version comparison)

Refer to CALEA's Transition Policy, located in Appendix D of version 3.0 and higher to know the timing of when you must transition by. Questions may be directed to a [CALEA Regional Program Manager](#).

Transitioning to the New Manual (3rd Edition)

When you have completed your previous assessment in PowerDMS with manual version 2.25, and it is time to transition to 3.0, we recommend following these steps:

- 1. Archive your current assessment.**
2. Create a new assessment in version 3.0.
3. Copy your attachments in bulk from the closed assessment to the new assessment.
 - a. There will be attachments that do not transfer into the new assessment due to the standards being deleted, combined, or other.
 - b. Review the CALEA Matrix resource for details.
 - c. Any attachments that will not transfer will display for you as a part of the process. When copying into an assessment of a newer version, if the standard or bullet does not exist in the new version of the assessment, the attachment will not copy, and you will see which attachment(s) do not copy.

- d. You will be able to go to the archived assessment and view or retrieve attachments that do not transfer as a part of the process.
4. **Notify your CALEA Compliance Services Member (CSM) at the time of your next web-based assessment that you have upgraded your assessment.**

IF YOU ARE NOT REQUIRED TO TRANSITION INTO 3.0 AND DECIDE TO REMAIN IN VERSION 2.25 DO NOT UPGRADE, AS THIS PROCESS IN POWERDMS IS IRREVERSIBLE. ARCHIVE BEFORE TRANSITIONING TO THE 3RD EDITION. (*Archiving as a part of the upgrade process is only recommended when moving to a new edition of the CALEA manuals and not necessary when upgrading between versions of the same edition*)

Tips and Tricks

1. If you follow the recommended steps above and do complete the transition to the 3rd edition, then later decide that you won't be able to come into compliance with all standards in the 3rd edition as required, you can archive the assessment in version 3.0 and re-open your 2.25 assessment if you are within the required guidelines per Appendix D.
2. You can navigate between your archived and new assessment to view differences.
3. For those attachments that do not copy, you can retrieve attachments from the archived assessment to re-attach to the new assessment, if needed.
4. If you have created assignments for various Roles, we recommend you verify those assignments in the new assessment, with special attention to new sections or standards that moved to a different section or chapter, as the assignment will not follow that move.
5. If you have created recurring tasks, those can be copied into the new assessment.

Questions?

For process related questions, contact your CALEA Regional Program Manager.

For questions related to how you are to complete tasks in PowerDMS, there are several ways to contact us:

- Check out the Success Community
- Give the PowerDMS support team a call at 888-959-5158
- Email support@powerdms.com
- Use the in-application live chat during regular business hours

[CALEA Best Practices in PowerDMS for Continue Compliance](#)