

## Using and calculating statuses during your assessment.

As a part of your self-assessment, you should set and calculate statuses annually to ensure you remain in compliance with all applicable standards and do not exceed allowable Other than Mandatory or 20%. Levels of compliance may change, and calculating your statuses annually is an important part of your self-assessment.

This document provides guidance in setting statuses and calculating those statuses, as well as providing to the Site-based Assessment Team final numbers they will request from you.

Annually, set a Status as applicable, for every standard for at least one Role in your PowerDMS assessment. *Typically, it is the Accreditation Manager Role, but can be any single role you elect to use.*

Statuses should be set to one of the following for each standard in the one role you elect to use:

- In Compliance
- Not Applicable
- Elected 20% (*this status is not applicable for LE1 or CS1 – should be used for Advanced Law Enforcement, Advanced Campus Security, Comm and Training Academy only*)

Once you have a status set for every standard, **download a “Status for One Role” report.** This is the report needed to utilize the [20% Calculator](#) Tool. **If you set your statuses to expire, download the report before they are set to expire.** We recommend you do not expire statuses in Year 4.

- Hover over Reports on the top black toolbar
- Select Standards
- Select Report Type Status for One Role
- Complete required fields
  - Standards Manual
  - Assessment
  - Role
  - Text Contains (**use only if LE1 or CS1**)
- Select Download

The screenshot shows the PowerDMS Report Builder interface. The top navigation bar includes 'Inbox 2436', 'New', 'Reports', and 'Help'. The 'Reports' menu is open, showing options for Documents, Certificates, Courses, Standards, Tests, Surveys, and Users. The 'Standards' option is highlighted. Below the menu, the 'Report Builder' interface is visible, showing a 'Report Type' dropdown set to 'Status for One Role'. The 'Add Criteria' section includes fields for 'Standards Manual', 'Assessment', 'Role', and 'Text Contains'. The 'View' and 'Download' buttons are highlighted. Two callout boxes provide instructions: one pointing to the 'Role' field with the text 'Type LE1 or CS1 if applicable in this field', and another pointing to the 'Text Contains' field with the text 'Leave blank for Advanced LE, Advanced CS, Comm & Training Academy'.

Refer to the following resources:

- [Setting Statuses and Running Reports](#)
- [What Information Can I Expect from Standards Reports?](#)
- [Setting Bulk Tasks and Statuses](#)
- [Accessing and Using your CALEA 20% Calculator Tool](#)

**Once you have the “Status for One Role” report downloaded** (*it will download into an Excel spreadsheet*), you may use that data for the [20% Calculator](#) tool to verify appropriate compliance during your self-assessment throughout the entire process, as well as for the Site Based Assessment Team and final report. The information required is as follows.

Advanced Law Enforcement, Advanced Campus Security, Communications and Training Academy Programs:

- Total Mandatory standards in compliance
- Total Other-than-Mandatory standards in compliance
- Total standards marked as N/A
- Total standards marked as 20%

Law Enforcement/LE1 and Campus Security/CS1 Programs:

- Total standards in compliance
- Total standards marked as N/A

You can manually calculate the needed information, but it is recommended you use the Calculator tool for all processes.

For Year 4 calculations, please **do not** have any statuses as Not Set or In Progress in the one role you elect to use. We recommend you do not expire statuses in Year 4.

**To use the 20% Calculator Tool:**

Download the tool from the CALEA website <https://www.calea.org/20-calculator>

View each of the 3 pages at the bottom of the 20% Calculator (*3 tabs at the bottom of this Excel tool*)

- Instructions
- Standards – Single Role
- Calculator



Per the instructions, from the “Status for One Role” report that you have downloaded from your PowerDMS, copy all data from the report, *including the top (“header”) row*, and paste into the top-left cell of page 2, Standards – Single Role, of the 20% Calculator.

1	Title	Description	StatusLabel	Attachmen
2	1.1.1	(M M M M) (LE1) Oath of Office	In Compliance	8
3	1.1.2	(M M M M) (LE1) Code of Ethics	In Compliance	13
4	1.1.3	(O O O O) Agency's Role in Criminal Justice Diversion Programs	In Compliance	5
5	1.1.4	(M M M M) Consular Notification	In Compliance	6
6	1.2.1	(M M M M) (LE1) Legal Authority Defined	In Compliance	7
7	1.2.2	(M M M M) Legal Authority to Carry/Use Weapons	In Compliance	8
8	1.2.3	(M M M M) (LE1) Compliance with Constitutional Requirements	In Compliance	13
9	1.2.4	(M M M M) (LE1) Search and Seizure	In Compliance	8
10	1.2.5	(M M M M) (LE1) Arrest with/without Warrant	In Compliance	6
11	1.2.6	(M M M M) Alternatives to Arrest	In Compliance	8
12	1.2.7	(M M M M) Use of Discretion	In Compliance	12
13	1.2.8	(M M M M) (LE1) Strip/Body Cavity Search	In Compliance	11
14	1.2.9	(M M M M) (LE1) Bias Based Profiling	In Compliance	22
15	1.3.1	(M M M M) (LE1) Use of Reasonable Force	In Compliance	6
16	1.3.2	(M M M M) (LE1) Use of Deadly Force	In Compliance	6
17	1.3.3	(M M M M) (LE1) Warning Shots	In Compliance	5
18	1.3.4	(M M M M) (LE1) Use of Authorized Less Lethal Weapons	In Compliance	16
19	1.3.5	(M M M M) (LE1) Rendering Aid After Use of Weapons	In Compliance	7
20	1.3.6	(M M M M) (LE1) Reporting Uses of Force	In Compliance	13
21	1.3.7	(M M M M) (LE1) Reviewing Reports of 1.3.6	In Compliance	8
22	1.3.8	(M M M M) (LE1) Removal from Line of Duty Assignment, Use of Force	In Compliance	6
23	1.3.9	(M M M M) (LE1) Authorization: Weapons and Ammunition	In Compliance	48
24	1.3.10	(M M M M) (LE1) Demonstrating Proficiency with Weapons	In Compliance	15
25	1.3.11	(M M M M) (LE1) Annual/Biennial Proficiency Training	In Compliance	20
26	1.3.12	(M M M M) (LE1) Issuing Written Directives	In Compliance	16
27	1.3.13	(M M M M) (LE1) Analyze Reports from 1.3.6	In Compliance	4
28	2.1.1	(M M M M) Geographical Boundaries	In Compliance	6
29	2.1.2	(O O O O) Concurrent Jurisdiction	In Compliance	8
30	2.1.3	(O O O O) Written Agreements for Mutual Aid	In Compliance	10
31	2.1.4	(M M M M) Requesting Assistance: Federal LE/National Guard	In Compliance	5
32	3.1.1	(M M M M) (LE1) Written Agreement for Services Provided	In Compliance	7
33	3.1.2	(M M M M) Employee Rights	In Compliance	5
34	11.1.1	(M M M M) (LE1) Description of Organization	In Compliance	10
35	11.1.2	(M M M M) Organizational Chart	In Compliance	5
36	11.2.1	(M M M M) Employee Accountability	In Compliance	4
37	11.2.2	(M M M M) Direct Command, Component	In Compliance	4
38	11.3.1	(M M M M) (LE1) Responsibility/Authority	In Compliance	5

Navigate to page 3, Calculator, of the 20% Calculator.

- Select the Standards Manual from the drop-down option
- Select the Agency Size Code from the drop-down option
- Select Calculate

	A	B	C	D	E	F
1				Standards Manual: Law Enforcement Standards		
2				Agency Size Code: D (300+ personnel)		
3						
4				Calculate		
5						
6	<b>Applicable Standards</b>					
7						
8	Mandatory Standards			287		
9	Mandatory Standards In Compliance			287		
10						
11	Other-than-mandatory Standards			69		
12	Other-than-mandatory Standards In Compliance			69		
13	Percentage of Other-than-mandatory Standards In Compliance			100.00%		
14						
15	Current Number of Other-than-mandatory "Elected 20%" Standards			0		
16	Percentage of Other-than-mandatory Standards Elected			0.00%		
17	Maximum allowable number of "Elected 20%" Standards			13		
18						
19						
20						
21	<b>Not Applicable (N/A) Standards</b>					
22						
23	Total Not Applicable (N/A) Standards			128		
24						
25						
26						
27						

Share these results with the Site-Based Assessment Team Leader

There should **not be any red shading**, indicating an error, or exceeding an allowed status.

	A	B	C	D	E	F
1				Standards Manual: Law Enforcement Standards		
2				Agency Size Code: D (300+ personnel)		
3						
4				Calculate		
5						
6	<b>Applicable Standards</b>					
7						
8	Mandatory Standards			287		
9	Mandatory Standards In Compliance			286		
10						
11	Other-than-mandatory Standards			69		
12	Other-than-mandatory Standards In Compliance			69		
13	Percentage of Other-than-mandatory Standards In Compliance			100.00%		
14						
15	Current Number of Other-than-mandatory "Elected 20%" Standards			0		
16	Percentage of Other-than-mandatory Standards Elected			0.00%		
17	Maximum allowable number of "Elected 20%" Standards			13		
18						
19						
20						
21	<b>Not Applicable (N/A) Standards</b>					
22						
23	Total Not Applicable (N/A) Standards			128		
24						
25						
26	Mandatory Standards Marked as "Elected 20%":			61.1.10		
27						