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Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

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1789

POWERDMS GENERAL ORDER NO: 1.5.05

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Volume 1: Organizational Structure	Chapter 5: Written Directives
Distribution: All Personnel	NYSLEAP: N/A
Issuing Authority: Chief Eric Hawkins	Page: 1 of 3

PURPOSE: The purpose of this policy is to establish guidelines for the use of PowerDMS.

POLICY: It is the policy of the Albany Police Department to utilize PowerDMS software to publish and maintain the Albany Police Department Policies and Procedures Manual. The department shall utilize PowerDMS to disseminate written directives, and confirm the review and receipt of those written directives via employees' electronic signatures. PowerDMS shall also provide a forum for training, testing, and surveying department employees.

DEFINITIONS: **PowerDMS** – PowerDMS is an electronic Document Management System that is utilized to store and disseminate agency written directives, as well as provide training, testing, and surveying of employees. PowerDMS is web-based software accessed via the Internet at PowerDMS.com.

I. WRITTEN DIRECTIVE SYSTEM AND ASSIGNMENTS VIA POWERDMS

A. The issuing of new and revised written directives via PowerDMS shall include the following:

1. General Orders, Special Orders, and Training Bulletins, shall from here on out be disseminated via PowerDMS only.
2. Intra-Departmental Correspondences (those submitted by personnel to the Chief of Police), Operational Orders, Memorandum, and Personnel Orders shall be completed via the templates on the department's home page. They do not require the use of PowerDMS.

B. The following procedures outline the sequential order in which written directives and assignments shall be disseminated within PowerDMS and the responsibilities of personnel:

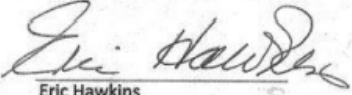
1. Personnel shall be notified of pending written directives and assignments that require the employees review and completion via department email. This email shall advise the employee to log on to PowerDMS.
2. Personnel shall then be responsible for reviewing and electronically "signing" for the written directive via department computers.

3. Electronically “signing” the document requires the employee to enter their username and password into the designated “signature” area of the document.
 - a. The employees “signature” confirms that the employee received and reviewed the document.
 - b. If any portion of the document is unclear or is not understood, personnel shall seek clarification from their immediate supervisor.
4. Personnel shall also be responsible for completing any assignments received, which shall include the following:
 - a. Courses;
 - b. Certificates;
 - c. Tests;
 - d. Surveys; and/or
 - e. Standards.
5. All personnel shall have ten (10) business days to complete all assignments, including electronically signing for written directives.
 - a. To ensure the timely and proper notification of written directives and completion of assignments this policy will be strictly enforced.
 - b. Reports, listing personnel who have not yet signed for documents or who have not completed assigned certificates, courses, tests, and/or surveys, shall be periodically generated within PowerDMS by supervisors, of all levels, regarding personnel within their command.
 - c. The supervisor shall then be responsible for ensuring that personnel complete the necessary assignments within the designated time frame.
6. Once a written directive is reviewed and “signed” for, all personnel shall be held responsible for comprehending and complying with the contents of such written directives.
7. All personnel must access PowerDMS at least one (1) time each week, while on duty, to check for assignments, updates, and other important information.

C. Terms of Use:

1. Use of and access to the Albany Police Department PowerDMS portal is intended solely for authorized personnel.
2. All communications via PowerDMS shall be kept professional.
3. All information stored and/or disseminated via PowerDMS shall be considered confidential and may be subject to legal privilege.
4. Information maintained or disseminated via PowerDMS shall not be shared with any person(s) or entity other than with the personnel for whom it is intended; except in accordance with departmental policy or with the expressed consent of the Chief of Police or his/her designee.
5. Unauthorized attempts to defeat or circumvent security features, to use

the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or to otherwise interfere with the system or its operation is prohibited. Evidence of such acts may be subject to disciplinary and/or legal action.



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