



Subject: Use of PowerDMS Document Management Suite

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## I. Purpose

The purpose of this policy is to establish responsibilities, guidelines and instructions for use of the PowerDMS Document Management Suite.

## II. Definitions

- A. **PowerDMS Suite:** A web based document management solution used to distribute policy, directives, training and testing materials.
- B. **PowerDMS Documents:** Any policy, procedure, or written order distributed by the PowerDMS Suite.

## III. Policy

The efficient operation of the Department requires that a system for the distribution of policies and procedures, periodic testing of employees, and online based training be established. It shall be the policy of the Department to utilize the PowerDMS Document Management Suite to accomplish this task.

## IV. Responsibilities

### A. Master Administrator

The Master Administrator shall be designated by the Department and is responsible for;

1. Management of the system.
2. Setup of users.
3. Assigning proper rights to users.

### B. Administrative Users

Administrative users shall have rights to create tests and training programs within the PowerDMS system. The Department will determine which employees are granted Administrative User rights.

### C. Users

1. PowerDMS automatically sends e-mails to users with ANY items in their inbox, past due item notifications and upcoming due date notifications. Users should be aware that these messages will come from the following e-mail: [alertservice@powerdms.com](mailto:alertservice@powerdms.com). Users shall not reply to e-mails from this alert service.



2. Upon receiving an e-mail indicating they have items in their PowerDMS inbox, users shall log into the system.
3. After logging into the system users shall take the appropriate actions to clear their inbox of any documents, messages, courses, tests, or surveys.

## V. Procedures

### A. Login Procedures

1. The PowerDMS Suite is accessed via a login screen on the World Wide Web at <https://powerdms.com/ui/Login.aspx?SiteID=OCEANCP>. This World Wide Web URL will take the user to the login screen, where the user will enter their user name and password.
2. Upon logging into PowerDMS, users will be able to retrieve all policies, tests and training that have been distributed.

### B. Publication of Department Policy

1. The Administrative Assistant, or designee, assigned to the Office of the Chief of Police shall publish and distribute the following policy in the Adobe Portable Document Format (.pdf) via the PowerDMS Suite;
  - a. General Orders.
  - b. Standard Operating Procedures.
  - c. Division Memoranda.
  - d. Chief of Police Memoranda.
2. The Administrative Assistant shall publish and distribute correspondence only after receiving the approval of the Chief of Police.
3. Users will be required to digitally sign for all policies distributed as PowerDMS documents. The requirements for signing any of these documents may vary from requiring the user to keep the document open and read the document for a required amount of time or may require the user to take a test on the document prior to attaching their signature.



C. Publication of Tests and Training

1. The Master Administrator, Administrative User, or authorized Training Section employee may post and distribute tests and training modules within the PowerDMS suite. Tests and Training that will be routinely distributed via PowerDMS are, but shall not be limited to, the following;
  - a. Quiz of the Month tests.
  - b. In-Service Training as determined by the Training & Recruiting Section.
  - c. Periodic knowledge Tests as part of the Department's FTEP
  - d. Department Training Bulletins
2. Users shall complete any training or tests required in accordance with the instructions given during training on the use of PowerDMS and specific instructions given for the particular test or training.

<b>References:</b> General Order 100 B-2			
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