

Lexipol

PREDICTABLE IS PREVENTABLE®

ARIZONA LAW ENFORCEMENT POLICY MANUAL & DAILY TRAINING BULLETINS

Presented to:

SAN LUIS POLICE DEPARTMENT

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May 29, 2015

Lieutenant Victor Figueroa
San Luis Police Department
1030 East Union Street
San Luis, AZ 85349

Lieutenant Figueroa,

Thank you for the opportunity to propose our Law Enforcement Policy Manual and integrated Daily Training Bulletin service to your department. Our goal is to help our clients successfully face the evolving challenges in the world of public safety. Lexipol provides clear benefits in terms of managing, disseminating and archiving your agency's policies and training records. Agencies that adopt our policy subscription service have clear, effective policy manuals that reflect the true values and policing philosophy of their agency.

Lexipol is uniquely qualified to provide our Policy Manual and Daily Training Bulletin service to your agency. Since 2003, our proven policy and training solutions have helped public safety agencies across the country reduce risk and avoid litigation. Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that will support your department with:

- Policies that reflect up-to-date, applicable industry standards and best practices;
- Customized content for the state of **Arizona**;
- Daily scenario-based training that reinforces agency approved policies and procedures;
- Regular updates to agency policies and procedures as statutes, case law, and regulations change.

Thank you again for your interest in Lexipol.

Sincerely,

LEXIPOL, LLC

Jeff Daniel
Territory Manager
949.313.6546

LEXIPOL OVERVIEW

Policy Manual Development: Lexipol has created policy content that is specific to federal and to **Arizona** state law. This “master” content can then be customized by your agency. Your agency is prompted through interactive online software to develop policies standardized with regulatory requirements yet customized to the agency’s unique mission, philosophy and resource availability. The proprietary software allows efficient and accurate generation of a draft version of the manual from an online questionnaire.

Daily Training Bulletin Component: The training component consists of Lexipol’s Daily Training Bulletins. These give your department the ability to train and test employees on its policies and procedures. The DTBs consist of a brief scenario illustrating realistic circumstances officers typically encounter. Each scenario is linked to a policy, which puts the policy in an operational context and helps sworn personnel understand why the policy exists and how it applies to their daily tasks. The DTB system includes a brief test, which the officer must pass to be credited with the DTB training. Your policy administrator will receive DTB packages (via email) monthly, with each bulletin linked to a current policy. Your agency will also have the ability to create their own customized DTBs in the Lexipol system as you identify areas that require additional training.

Lexipol’s DTB training component allows you to track its training by officer, topic or policy. This information is archived electronically and can be produced immediately for current reports, or retrieved years later, thereby providing significant litigation and administrative support.

Unique Qualifications: Lexipol has established a unique set of risk management tools for public safety agencies by integrating agency-specific, customized policy manuals with the Daily Training Bulletin service. The Lexipol policy and training system has helped public safety agencies throughout **Arizona** and the country, reduce risk and stay ahead of litigation trends, while at the same time communicating clear and concise policy guidance to their employees.

Proprietary System and Tools: Approximately 150 policies based on federal standards and state statutes and case law, regulatory actions, and law enforcement best practices are available with our intuitive tool set. Your agency has full editing capability to customize the manual to reflect your agency’s mission and philosophy. Our color-coded key reflects the origin of the content and its relative importance. The final product, which is not color-coded, is a professional, well organized, easy-to-read manual online in Lexipol’s Knowledge Management System and in hard copy. **There is no other system in the nation that incorporates all of these features at affordable annual subscription rates.**



Updates: Lexipol provides regular updates in response to legislative mandates, case law and evolution in best practices. We also provide client alerts in response to precedent-setting court decisions or events that call for immediate changes to policy. **These updates can be customized by your agency to reflect your agency’s mission and philosophy.**

Adaptability: Our clients range from one to 3,500 sworn personnel and include municipal police departments, county sheriff offices, county district attorney offices, port police, probation departments, school district and university police, tribal police, state regulatory, fire and law enforcement agencies, federal agencies and military agencies.

Scale: Over 1,800 public safety organizations representing more than 100,000 law enforcement and fire personnel in 20 states use the Lexipol system. Our subscriber base is one of the largest private networks of public safety policy collaborators in the nation.

Archiving: Each version of your manual is archived on the Lexipol system. This is an invaluable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

Cost Effective Development: Most small to mid-sized agencies assign one officer to update and maintain their policy manual, which can consume 50% to 80% of the officer’s time.

A typical officer does not have the experience or resources to translate statutes, case law and emerging trends into usable, defensible policy in patrol, investigations, traffic, property, custody or personnel. At Lexipol we proactively do this work for you, typically at less than 5% of the cost of an officer.

Ready Access: Many agencies describe their pre-Lexipol policy system as convoluted, reactive and not serving the agency well. Their employees have trouble accessing the policy system because the documents are contained in disparate silos of information.

Policy Training: The integrated Daily Training Bulletin component is a customized, scenario-based daily training program that links directly to the policy manuals. The Daily Training Bulletin program is standardized, verifiable, realistic, and ongoing training that links directly to your policy manual. Archiving of training records provides verifiable evidence of achieving specific learning objects.

Accreditation Feature: The Lexipol system is an excellent complement to those agencies seeking to obtain or maintain accreditation. The Lexipol system addresses the vast majority of accreditation requirements, but maintains flexibility with its customization features in order to stay current with court decisions and agency-specific changes.

Lexipol has a unique *accreditation feature* – a specialized system which allows mapping specific accreditation requirements within Lexipol policy sections and subsections. Agencies seeking to meet accreditation requirements simply activate this feature, and are able to add any accreditation standard that applies to that section. When used in conjunction with Lexipol’s easy-to-use editing tools, agencies can update policies to meet accreditation standards at their discretion.

Lexipol’s accreditation feature also aids in making the accreditation process easier with its reporting abilities. Reports can be quickly and accurately created to reflect current policy compliance with specified accreditation standards.

Training Support: Your assigned policy administrators may attend any and all online training sessions (which can be repeated as many times as necessary):

1. Knowledge Management System (KMS) Training – which is your portal for policy editing and development and
2. Project Management session – which will introduce your Policy Manager to the Lexipol Electronic Client Toolkit (ECT) and the Project Management Guide (PMG).

Our Project Management Guide and Electronic Toolkit are included in the Lexipol subscription fee, and will aid your agency in completing your manual in a timely fashion. Our Project Management Guide provides tips and guidelines on how to achieve this goal. The Electronic Toolkit contains a couple of “best practices” examples that may give your agency some ideas as to how others have implemented the manual.

Our Program Development and Customer Service teams are also available throughout the development process to provide guidance and answer questions.



Proposal 2015
SAN LUIS POLICE DEPARTMENT
Law Enforcement Policy Manual & Daily Training Bulletins
Based on 35 full-time/sworn personnel

Year 1

1st Year Subscription Fee - \$8,800 *(This fee includes all development tools, policy updates, Daily Training Bulletins, Lexipol Forum)*

Year 2 (to be billed annually beginning Year 2)

Annual Update Fee - \$7,300 *(Billed Year 2 – This fee includes all development tools, policy updates, Daily Training Bulletins, Lexipol Forum)*

Services included in the Lexipol Policy Manual and Daily Training Bulletin annual subscription:

- Lexipol **Arizona Law Enforcement Policy Manual** (150+ policies), accessed through Lexipol's web-based Knowledge Management System (KMS);
- Editing and customization tools;
- Regular policy updates in response to legislative mandates, case law and evolution in best practices;
- Daily Training Bulletins;
- Archiving and reporting capabilities;
- Accreditation feature;
- Training and customer service support;
- Lexipol Forum

ADDITIONAL SERVICES

Lexipol offers the following optional expanded services to assist your department with implementing and managing your Lexipol Policy Manual:

Supplemental Publication Service (Optional)

This service allows your organization to electronically link department-specific procedural content to your policy manual in Lexipol's KMS4 platform. Additional non-policy content can include such items as SOGs, SOPs, General Orders, Procedural Content, etc.

Daily Training Bulletin Management (Optional)

Lexipol can manage your entire DTB program to take some of the workload off of your staff. Our specialists are trained in the DTB authoring process and understand how to maximize the value and applicability of the DTBs to your department.

Policy Manual Update Administration (Optional)

Lexipol can handle all aspects of policy updates for your subscribed policy manuals (up to final approval) allowing you more time to focus on the needs of your department. Lexipol's process allows our specialists to maintain a deep knowledge of your specific manual(s), ensuring that all updates are properly integrated with your unique, customized policy manual.

Implementation Services (Optional)

Lexipol offers customized start-to-finish project management from a dedicated member of our team. Regardless of your needs, budget or timeline, Lexipol has flexible implementation solutions to meet your organization's unique needs.

Please inquire if you would like more information, including a price quote, for these additional services.