



Predictable Is Preventable<sup>®</sup>

PROPOSAL

# LAW ENFORCEMENT POLICY MANUAL & DAILY TRAINING BULLETINS

Presented to:

**LONG BEACH POLICE DEPARTMENT**

February 28, 2014

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February 28, 2014

Officer Tammie Stillnovich  
Long Beach Police Department  
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Long Beach, CA 90802

Officer Tammie Stillnovich,

Thank you for allowing Lexipol the opportunity to propose our Policy Manual and Integrated Daily Training Bulletin service. 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's risk-based, continuous improvement system is derived from President Gordon Graham's 5 Pillars of Success: People, Policy, Training, Supervision and Discipline.

Lexipol is America's leading provider of risk management resources for public safety organizations, delivering its services through a unique, web-based development system and an integrated training component. Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that will support your department:

- Policies and procedures that reflect up-to-date, applicable industry standards and best practices;
- Customized content for the state of **California**;
- 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. All of us at Lexipol look forward to working with you and your team.

Sincerely,

John Fitsemannu  
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## LEXIPOL OVERVIEW

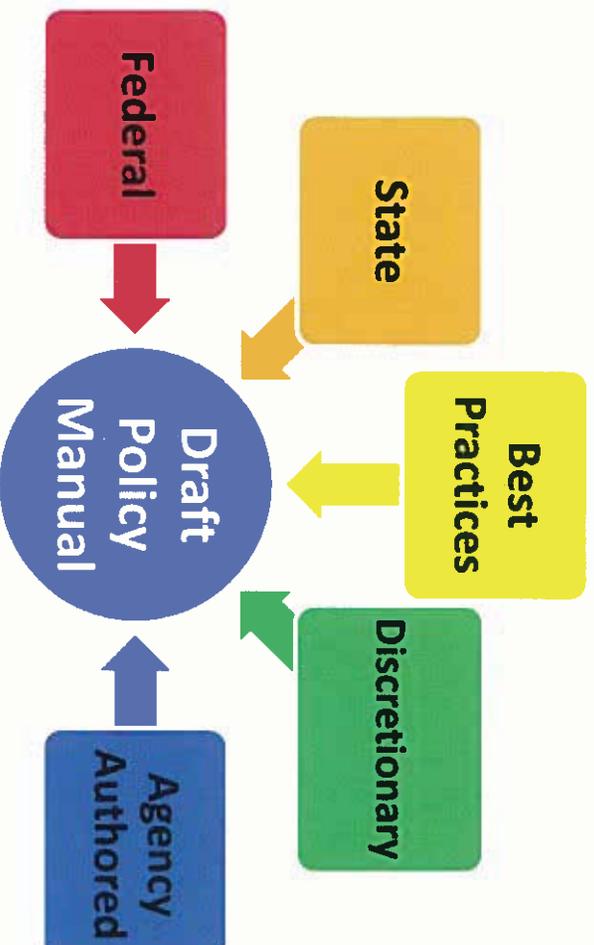
**Policy Manual Development:** Lexipol has created policy content that is specific to federal and to California state law. This "master" content can then be customized by your agency. Your agency is prompted through interactive online software to develop policies standardized with regulatory requirements 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 California 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 1,500 public safety organizations representing more than 86,000 law enforcement and fire personnel in 15 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:** A fully burdened officer can cost an agency upward of \$100K in salary and benefits. 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.

Lexipol is uniquely qualified to provide our Policy Manual and Daily Training Bulletin service to your department. For the past 10 years, we have created proven, court-tested, state-specific policy content. Actuarial data shows Lexipol's unique, cost-effective policy and training system reduces the numbers of claims and claims paid – typically by 69% over previous years. In addition, Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that support your agencies and provide:

- Policies and procedures that reflect up-to-date, applicable industry standards and best practices;
- Customized content for your department;
- Daily scenario-based training that reinforces your approved policies and procedures;
- Regular updates to your policies and procedures as statutes, case law, and regulations change;

Lexipol is America's leading source of risk management resources for public safety organizations, delivering its services through a unique, web-based development system and an integrated training component.

**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.

**Lexipol History:**

Lexipol was founded in 2003 by merging Bruce Praet's acclaimed policy manual work with Gordon Graham's innovative "Five Pillars of Success" approach to risk management.

Today, Lexipol is comprised of an all-star team of public safety veterans. Former executives of law enforcement and fire services lead the major divisions of the company. In fact, a large number of Lexipol employees are former or active duty public safety members.

This confluence of real world experiences in the areas of law, public service, and business gave rise to Lexipol's unique system of risk management tools. Lexipol has become America's leading source of risk management resources for public safety organizations. We currently serve over 1,500 public safety organizations in 15 states. We train more than 86,000 law enforcement and fire personnel every day.

**Pricing – 2013**  
**LONG BEACH POLICE DEPARTMENT**  
Long Beach – CA

**Law Enforcement Policy Manual & Daily Training Bulletins**

Based on **820** full time sworn

**Year 1**

- **1<sup>st</sup> Year Subscription Fee – \$24,950** (This fee includes all development tools, training, policy updates, Lexipol Forum. Daily Training Bulletins are included at no additional cost in the 1<sup>st</sup> year only, once policy manual has been adopted. It is an additional cost after the 1<sup>st</sup> year and ongoing.)
- **Supplemental Publication Service (optional) - \$2,975** (Billed Annually – storage for SOGs, SOPs, General Orders, Procedural Content, Training, HR, etc.)

**Year 2** (to be billed annually beginning Year 2 and ongoing)

- **Annual Subscription Fee - \$8,500** (Billed Year 2 – This fee includes all development tools, policy updates, customer support, Lexipol Forum)
- **Daily Training Bulletins - \$56,000** (Billed Year 2 – Includes 365 unique 5 minute per scenarios to train staff against Policy)

**Fees Include:**

- Access to Master California Law Enforcement Policy Manual
- Use of Proprietary System – Knowledge Management System (KMS)
- Customization Tools
  - Editing & Customization
  - Archiving
  - Reporting
  - Tracking
- KMS Training
- Project Management Training
- Daily Training Bulletin Training
- Support Forum
- Accreditation Tools – Mapping standards to Policies
- Policy Updates
  - Release Notes – edits, side by side comparison, detailed notes with marked changes, explanation and recommendation.
- Daily Training Bulletin Component (365 Unique DTBs Annual)
  - Tracking
  - Reporting
- Customer Service Support