



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
September 20, 2022

TOPIC: Agreement to Provide Policy Manual Maintenance Support

AGENDA TITLE:

Approve Agreement with Lexipol, LLC to Provide Policy Manual Maintenance and Support (General and Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement with Lexipol, LLC to provide policy manual maintenance, support and training services to the Police Department for a three-year period, from July 1, 2022 through September 30, 2025 in an amount not to exceed \$169,502, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The Police Department has been utilizing Lexipol, LLC (“Lexipol”) subscription services for law enforcement policy manual, maintenance, support and training services for over ten years. The services provided by Lexipol have been a great asset to the Department’s training program. The Department wishes to continue to use Lexipol subscription services. Lexipol will continue to provide the Department with a web-based law enforcement policy manual, maintenance, support and training services. The agreement will include Annual Law Enforcement Policy & Daily Training Bulletin (DTB) Subscription, Annual Custody Policy & DTB Subscription, Annual Corrections Supplemental Manual, and Corrections One Academy. Corrections One Academy is an online training platform that provides courses certified through California Board of State and Community Corrections (BSCC) for annual continuing education requirements. BSCC will provide funding to the City to pay for some of the fees related to the Corrections One Academy subscription included in this agreement.

The Lexipol Law Enforcement & Custody Policy Manual have over 150 policies based on federal and state laws, regulations, and law enforcement best practices. Corrections One Academy also has over 550 courses, training videos, and management features to meet annual training mandates. Lexipol’s policy manual is written by legal and law enforcement professionals who constantly monitor major court decisions, legislation, and emerging trends affecting law enforcement operations. Lexipol provides regular updates

in response to legislative mandates, case law and evolving law enforcement best practices.

Lexipol archives departmental policies and tracks changes, facilitating improved documentation of policy revisions. Lexipol also documents officers who have reviewed certain policies for keeping up-to-date training records.

In addition, Lexipol proposes to provide Daily Training Bulletin services that will provide comprehensive daily training to help police employees learn the content of the policy manual and the practical application of the policies. Each year, Lexipol will furnish 365 customizable, scenario-based training bulletins that will link directly to the policy manual. The Daily Training Bulletins will address use of force, vehicle operation, discriminatory harassment, and a variety of other law enforcement risk management topics. The Police Department will have the ability to customize the Daily Training Bulletins to address agency-specific topics.

The first-year subscription fee is \$64,428, which includes a one-time Jail manual implementation cost. The annual subscription renewal fees for the second-year will be \$52,102. Year-three of this agreement will be \$52,972. At the conclusion of the three-year agreement term, the total amount paid to Lexipol will be \$169,502.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds for this agreement are and will be budgeted and available for the following fiscal years:

Fiscal Year	Accounting Unit – Account No.	Fund Description	Accounting Unit – Account No. Description	Amount
FY 22-23	01114475-62140	General Fund	PD Jail Operations, Membership, Subscription & Dues	\$30,143
FY 22-23	01114410-62140	General Fund	PD Training Services, Membership, Subscription & Dues	\$28,340
FY 22-23	02414400-62140	Police Activities & Programs Fund	Police Special Rev-General, Membership, Subscription & Dues	\$5,945
FY 23-24	01114475-62140	General Fund	PD Jail Operations, Membership, Subscription & Dues	\$14,692

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FY 23-24	01114410-62140	General Fund	PD Training Services, Membership, Subscription & Dues	\$29,757
FY 23-24	02414400-62140	Police Activities & Programs Fund	Police Special Rev-General, Membership, Subscription & Dues	\$7,653
FY 24-25	01114475-62140	General Fund	PD Jail Operations, Membership, Subscription & Dues	\$15,428
FY 24-25	01114410-62140	General Fund	PD Training Services, Membership, Subscription & Dues	\$31,244
FY 24-25	02414400-62140	Police Activities & Programs Fund	Police Special Rev-General, Membership, Subscription & Dues	\$6,300
Total				\$169,502

EXHIBIT(S)

1. Agreement with Lexipol

Submitted By: David Valentin, Police Chief

Approved By: Kristine Ridge, City Manager