



Police Department  
[www.santa-ana.org/police](http://www.santa-ana.org/police)  
Item # 14

**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**August 29, 2023**

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**TOPIC:** Policy Manual Maintenance and Support to the Police Department

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**AGENDA TITLE**

Approve Master Service Agreement with Lexipol, LLC to Provide Policy Manual Maintenance and Support to the Police Department (General Fund and Non-General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute an agreement with Lexipol, LLC, for the period of October 1, 2023 through September 30, 2026, to provide policy manual maintenance, support, and training services to the Police Department in an amount not to exceed \$175,573.29, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

Lexipol, LLC ("Lexipol") proposes to provide the Police Department with web-based law enforcement policy manual, maintenance, support, and training services. The agreement includes Annual Law Enforcement Policy & Daily Training Bulletin (DTB) Subscription, Annual Custody Policy & DTB Subscription, Annual Corrections Supplemental Manual, and CorrectionsOne Academy. CorrectionsOne Academy is an online training platform that provides courses certified through California Board of State and Community Corrections (BSCC) for annual continuing education requirements. The Lexipol Law Enforcement & Custody Policy Manual has over 150 policies based on federal and state laws, regulations, and law enforcement best practices. CorrectionsOne 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 Department has subscribed to Lexipol for over ten years which has been an asset for the Department's training program.

The first-year subscription fee is \$67,949, which includes a one-time Jail manual implementation cost. The Board of State and Community Corrections (BSCC) will pay for the costs associated with the Lexipol CorrectionsOne subscription for the agreement. The City receives subvention from BSCC for the training of eligible corrections officers. BSCC will pay \$7,653 of Year One of the agreement. The annual subscription renewal fees for the second year will be \$52,653.31, of which BSCC will pay for \$6,300. Year Three of the agreement will be \$54,970.98 and BSCC will pay for \$6,300. At the conclusion of the three-year term, the total amount paid to Lexipol will be \$175,573.29. CorrectionsOne subscription term to begin July 1, 2023.

### **FISCAL IMPACT**

Funding is available in the FY 2023-24 budget and funding for subsequent fiscal years will be included in the proposed budgets for City Council consideration as follows:

<b>Fiscal Year</b>	<b>Accounting Unit – Account No.</b>	<b>Fund Description</b>	<b>Accounting Unit – Account No. Description</b>	<b>Amount</b>
FY 23-24	01114475-62140	General Fund	PD Jail Operations, Implementation, Subscriptions	\$30,143.09
FY 23-24	01114410-62140	General Fund	PD Training Services, Subscriptions	\$30,152.91
FY 23-24	02414401-62140	Police Activities & Programs Fund	Police Special Rev-STC Program, Subscriptions	\$7,653.00
FY 24-25	01114475-62140	General Fund	PD Jail Operations, Subscriptions	\$14,692.75
FY 24-25	01114410-62140	General Fund	PD Training Services, Subscriptions	\$31,660.56
FY 24-25	02414401-62140	Police Activities & Programs Fund	Police Special Rev-STC Program, Subscriptions	\$6,300.00
FY 25-26	01114475-62140	General Fund	PD Jail Operations, Subscriptions	\$15,427.39

FY 25-26	01114410-62140	General Fund	PD Training Services, Subscriptions	\$33,243.59
FY 25-26	02414401-62140	Police Activities & Programs Fund	Police Special Rev-STC Program, Subscriptions	\$6,300.00
<b>Total</b>				<b>\$175,573.29</b>

**EXHIBIT(S)**

1. Agreement with Lexipol

Submitted By: David Valentin, Police Chief

Approved By: Kristine Ridge, City Manager