

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#10

Date: 08.23.2018 Weekly Agenda Date: 08.28.2018

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Sheriff Dave Drew

WORDING FOR AGENDA ITEM:

Lexipol Law Enforcement and Custody Policy Manual and Integrated Daily Training Bulletin Services.

ACTION REQUIRED:

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

EXECUTIVE SUMMARY:

Lexipol Law Enforcement and Custody Policy Manual and Integrated Daily Training Bulletin Services.

BACKGROUND:

Lexipol provides a cost-effective model and easy to use web-based tools for policies that reflect up-to-date, applicable industry standards and best practices. Content specific to the laws and practices of Iowa. Daily scenario-based training that reinforces your agency's policies. Timely updates in response to new legislation and case law. See attachments for additional information.

FINANCIAL IMPACT:

First Year - Annual Subscription and Implementation Services for Law Enforcement and Custody Policy Manuals- \$49,031.00.
Second and Subsequent Years - Annual Subscription - \$22,931.00.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

- Yes
- No

RECOMMENDATION:

Discussion and Action on identifying funding and approval to purchase this Lexipol product.

ACTION REQUIRED / PROPOSED MOTION:

Requesting Action on identifying funding and approval to purchase this Lexipol Law Enforcement and Custody Policy Manual and Integrated Daily Training Bulletin Services.

IOWA LAW ENFORCEMENT & CUSTODY POLICY MANUAL & DAILY TRAINING BULLETINS

Presented to:

Woodbury County Sheriff's Office

Proposal: August 22, 2018

Lexipol
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Irvine, California 92606
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Karen James
Senior Account Executive
949-325-1230
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Proposal Valid Through: October 5, 2018



August 22, 2018

Sheriff David Drew
Woodbury County Sheriff's Office
407 7th Street
Sioux City, Iowa 51102

Dear Sheriff Drew,

Thank you for the opportunity to propose our Law Enforcement and Custody Policy Manual and integrated Daily Training Bulletin services to your department. Since 2003, our proven policy and training solutions have helped public safety agencies across the country reduce risk, avoid litigation and focus more resources on proactive policing.

Lexipol's cost-effective model and easy-to-use web-based tools provide your agency with:

- Policies that reflect up-to-date, applicable industry standards and best practices
- Content specific to the laws and practices of Iowa
- Daily scenario-based training that reinforces your agency's policies
- Timely updates in response to new legislation and case law

Vetted by a team of attorneys specializing in public safety law, our content is used by more than 3,500 public safety agencies nationwide. As a Lexipol client, you will always have access to a current policy manual that reflects your agency's values and policing philosophy, and the peace of mind that comes from knowing your agency is protected.

Thank you again for your interest in Lexipol.

Sincerely,

LEXIPOL, LLC

Karen James

Karen James
Senior Account Executive



PREDICTABLE IS PREVENTABLE®

PROPOSAL FOR LAW ENFORCEMENT & CUSTODY POLICY MANUAL

PRESENTED TO: Woodbury County Sheriff's Office DATE: 8-22-2018

Lexipol Annual Subscription	Term	Price
Law Enforcement Policy Manual & Daily Training Bulletins w/ Supplemental Publication Service Based on 39 sworn	Annual	\$14,230
5% ISDDA Member Discount	Annual	(\$711)
Law Enforcement - Annual Subscription		\$13,519
Custody Policy Manual & Daily Training Bulletins w/ Supplemental Publication Service Based on 234 beds	Annual	\$11,247
5% ISDDA Member Discount	Annual	(\$562)
Custody - Annual Subscription		\$10,685
5% Additional Multi-Manual Discount (LE & Custody)	Year 1 Only	(\$1,273)
Total Annual Subscription		\$22,931

Implementation Service - Law Enforcement	Term	Price
<p>Comprehensive Cross Reference (Based on 300 pages in current manual) Analysis of your existing policies and procedures to identify content similar to Lexipol's Wisconsin master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual. See Scope of Work for details.</p>	<p>One Time Fee <i>Based on 300 pages in current manual</i></p>	\$4,800
<p>Content Extraction</p>		\$2,195
<p>Support+ Package (50 hour package) 1:1 Assistance with a member of our Professional Services staff experienced in policy implementation and project management. Packages are offered in 50-hour increments with a flexible scope of work, and are offered at a 7% discount off Lexipol's standard hourly rate for professional services. See Scope of Work for details.</p>	<p>One Time Fee <i>Multiple packages can be purchased</i></p>	\$6,950
	Implementation Total	\$13,945

Implementation Service - Custody	Term	Price
<p>Comprehensive Cross Reference (Based on 190 pages in current manual) Analysis of your existing policies and procedures to identify content similar to Lexipol's Iowa master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual. See Scope of Work for details.</p>	<p>One Time Fee <i>Based on 190 pages in current manual</i></p>	\$3,010
<p>Content Extraction</p>		\$2,195
<p>Support+ Package (50 hour package) 1:1 Assistance with a member of our Professional Services staff experienced in policy implementation and project management. Packages are offered in 50-hour increments with a flexible scope of work, and are offered at a 7% discount off Lexipol's standard hourly rate for professional services. See Scope of Work for details.</p>	<p>One Time Fee <i>Multiple packages can be purchased</i></p>	\$6,950
	Implementation Total	\$12,155

Project Total Start-up	Invoice	Price
Law Enforcement Subscription (w/ ISDDA discount)		\$13,519
Custody Subscription (w/ ISDDA discount)		\$10,685
Additional 5% Multi Manual Discount	Year 1 Only	(\$1,273)
Subscription Subtotal		\$22,931
Law Enforcement Implementation Support	One Time	\$13,945
Custody Implementation Support	One Time	\$12,155
Total Due Start-up Subscription		\$49,031

SCOPE OF SERVICES:

Law Enforcement and Custody Policy Manual & Daily Training Bulletins

- Compliant with state and federal laws and regulations
- Customized to reflect your agency's terminology and structure
- Scenario-based daily training ties policy to real-world applications
 - 365 days per year / Law Enforcement
 - 240 days per year / Custody
- Each DTB includes a test question that reinforces policy comprehension
- Officers can complete DTBs via computers or iOS and Android mobile devices
- DTB completion and policy acknowledgement reports available by officer/deputy, topic or policy

Policy Updates – Law Enforcement and Custody Policies

- Delivered in response to new legislation, case law and evolving best practices
- Changes are presented in mark-up form and side-by-side comparison against existing policy
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform & Mobile App (Knowledge Management System)

Included with every subscription, this state-of-the-art web-based platform features:

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies to staff
- Automated tracking and reporting of policy acknowledgement and completion of training by all staff
- Archival and easy retrieval of all versions of policy manual
- Mobile app that provides in-the-field access to policy and training materials

Supplemental Manual

- Electronically links department-specific procedural content to your policy manual
- Automated tools help ensure consistency between policy and procedure material
- Perfect for standard operating guidelines/procedures, general orders or field guides

Accreditation Tools

- Ability to integrate accreditation standards content into the agency's policies
- Tracking and reporting tools that facilitate audits and assessments

Customer Assistance & Support

- Training on the Lexipol web-based delivery platform
- Direct Collaboration Assistance provides eight hours of individualized web-based sessions (to be scheduled within first 30 days of subscription service) to give your Agency administrator initial training to progress successfully and independently with the work plan
- Dedicated Account Management representatives provide continual support via phone and email

IMPLEMENTATION SUPPORT:

Comprehensive Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with our master policy content. Our Comprehensive Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's Iowa master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- Information provided on where to find content similar to your policies in the Lexipol master manual, providing your project manager the ability to quickly compare the Lexipol version against your related current policy language
- One-on-one review with your agency to discuss the cross-reference report

Agency-Specific Content Extraction

Integrating your agency's legacy policy and procedural content into Lexipol's web-based delivery platform gives you a single place to access your content and makes connecting related content easier. With Lexipol's Content Extraction service, we do the heavy lifting for you.

- Data entry and formatting of existing policies, procedures or other agency-identified content into Lexipol's Knowledge Management System
- Hyperlinking of related policies and procedures or other content for an enhanced end-user experience

Support+ Package(s)

Lexipol's Support+ Package provides a customizable solution for agencies looking for one-on-one assistance with a member of our Professional Services staff experienced in policy implementation and project management.

Multiple Packages can be purchased and are offered in 50-hour increments with a flexible scope of work and are offered at a 7% discount off Lexipol's standard hourly rate for professional services. Flexible scope of work can assist your agency with such tasks as:

- Migration and merging of content
- Hyperlinking related policies and procedures
- Collaboration on customization of agency selected policies
- And more