



## Staff Report

September 18, 2023 Council Workshop Meeting

POLICY SYSTEM SERVICE FOR CAMAS POLICE DEPARTMENT

Presenter: Tina Jones, Chief of Police

Time Estimate: 10 minutes

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**BACKGROUND:** Policy provides the foundation for guidance to our employees at the Camas Police Department and there is a critical need to stay current with on-going legislative updates and case law. Currently there are 130 policies plus another 100 plus addendums that need to be reviewed, revised and approved by the Chief. This is a significant undertaking, especially without having in-house staff dedicated to this project full-time and without in-house legal counsel.

Historically, the department Chiefs have created policy with an organic methodology in-house. While this is one viable method, it presents some risk in missing important updates for legislative updates and case law. This additionally presents challenges for on-going training that is effective and results in employees truly understanding and remembering policy during sometimes dynamic and rapidly unfolding situations.

**SUMMARY:** The Lexipol policy platform provides a solution for law enforcement agencies across the Nation. Over 70% of the law enforcement agencies in Washington State utilize this platform for their policy solution. The Lexipol solution is a subscription-based service that provides the following:

- Annual law enforcement policy manual and daily training bulletins
- Annual law enforcement supplemental manual (Standard Operating Procedures)
- Law Enforcement Accreditation Workbench

Lexipol provides baseline policies that are vetted by legal experts and include leading practices. These policies can be revised so they are adaptable for individual agencies. Lexipol sends out continuous updates throughout the year as case law and legal requirements change so agencies can alter the policies rapidly and push out training to the team.

To be most successful at implementing the project, Camas PD is interested in having technical assistance with two tiers of policies, including the Tier 1 High Risk and Tier 2 High Liability policies (see attached document outlining details on which policy categories these Tiers include). Lexipol cites agencies who utilize the implementation team service as completing their policies 5 times faster than agencies who do not. The implementation team service includes individuals who are

experienced in public safety and policy development. Refer to attached documents for more in depth detail about the services.

**BENEFITS TO THE COMMUNITY:**

There are numerous benefits to the community, including:

- Having a police department that is current and timely with policy that reflects the ever-changing legislative and case-law requirements,
- Reducing legal liability for the City by having policy that is adequately vetted and easily understood by those utilizing the policies in daily work. Lexipol agencies experienced a 45% reduction in frequency of litigation claims and a 48% reduction in the severity of claims paid out post-implementation,
- Avoids having to hire additional staff to manage policy needs for the agency,
- Reducing staff time dedicated to researching legislative change and drafting and vetting future policies.

**POTENTIAL CHALLENGES:** There are always challenges with changing current practices, which is why the implementation team is such a critical piece of the package. Educating staff on the new platform will take time and energy. It is a large undertaking to review and revise over 130 policies, but with a team of experts assisting this is a more manageable challenge to face.

**BUDGET IMPACT:** The budget impact is \$15,249.40 for the annual subscription plus the One-time implementation fee of \$8,244.00 (This includes the technical assistance to implement Tiers 1 and 2 policies). Tax is estimated to be \$700.74. The 2023 cost is anticipated to be a total of \$24,193.74. In consultation with our Financial Department and reviewing our CPD budget to-date, we can absorb this expense in our current budget. After 2023, the cost is the annual subscription fee only.

**RECOMMENDATION:** This information is being shared for Council awareness.