



SOLUTIONS PROPOSAL



PREPARED FOR:

Huerfano County Sheriff's Office
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Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, state and federal accreditation, training, mental and physical wellness and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, accreditation, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 440 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, achieve accreditation, develop training or wellness content, or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with Huerfano County Sheriff's Office to address your unique challenges.

Scope of Services

Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

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

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Law Enforcement Operations Procedures

To ensure consistent, effective and safe operations, a law enforcement agency's procedures should align with its policies and be accessible in an easy-to-understand format. Lexipol's Law Enforcement Procedure Guide and Framework, based on national best practices, gives you the guidance and a template to build such a procedure manual.

- More than 40 procedure guides designed to help you ensure your procedures follow important policy requirements and national best practices
- Each procedure provides an editable template to conveniently author new content and merge existing agency content
- Procedures are aligned with Lexipol policy requirements to address the most important operations of a law enforcement agency
- Well-structured and policy-aligned procedures enhance preparation for accreditation assessments

Full Implementation

Lexipol's Full Implementation Service is for agencies who want start-to-finish, comprehensive policy adoption assistance. This service provides agencies with guided support to work through configuring all the policies that Lexipol offers to match your agency's needs. The Professional Services Specialist will be your guide to teach the Lexipol platform, policy editing best practices, and will drive a workflow cadence to keep you on track to review and edit your full manual in under a year.

Lexipol Professional Services scope includes:

- Account and Admin account setup of the KMS Platform.
- Training and demonstration on adding users to KMS with an explanation of the user permissions process.
- Basic configuration of the manual with general text entities populated based on your agency's input into the General Information Questionnaire (GIQ) and a discovery document.
- Review of the Lexipol policy content; how to read, and how to use guide sheets and Lexipol style guide in reviewing and editing your agency's policy.
- Training on how to edit content to fit your agency, how to add agency specific content, and how to publish finished policies.
- Training in policy acknowledgement and reporting.
- Training in processing Lexipol policy updates.
- Walk through with an expert to edit all policies. Your Professional Services Specialist will help create a plan to identify any existing policy content you want to retain in your new policy or procedures manual (if purchased). Lexipol will only compare existing electronic Agency content to Lexipol policy -no other information sources or multiple cross document reviews will be supported.
- If you want assistance to pull content over to your policy or procedures manual, that service can be added to this implementation option with the additional purchase of the Content Extraction Service

Expectations of the Agency:

- Provide a dedicated & consistent resource to work with to review and make decisions on policy changes to fit your agency's needs.
 - Resources within the agency who have time to devote to editing the agency's policy on the platform.
 - Resources within the agency with general technology experience to learn how to use the platform.
- Provide an escalation contact if the project is off track of planned pace to help get the Agency side back to a productive cadence.
- **3 hours**
per week (minimum) for fifty weeks to meet with the Professional Services Specialist to complete training and edit policies.

- Read and prepare outside of meetings approximately 3-5 policies per week.
- Meeting preparation to complete homework assigned in earlier meetings.
- Management of any stakeholder groups who need to review your agency's policies prior to publication

*Full Implementation Timeline: Finish within **365 days** from contract start date.*

Agency-Specific Content Extraction

An auxiliary service for agencies with existing current policy or procedures content that the agency wants to pull into a procedures manual or bring agency specific practices into their policy manual. If this service is purchased, the Professional Services Specialist will work with your agency to identify what content should be moved and will assist in moving that content into the policy manual or one or more Supplemental Publication Service (SPS) manuals. Examples of content generally supported are incorporating procedures, guidelines, general orders, training guide or a secondary policy manual into the SPS. This service is priced by the number of pages requiring review and transition into your manuals. Access to an electronic copy of your existing content and a subscription to the Supplemental Publication Service (SPS) is required.

Lexipol Professional Services scope includes:

- Providing expert advice and assistance in the identification with the agency of relevant content to transition as part of a Focused or Full Implementation process.
- Identifying what information is being pulled into which sections of the policy manual or structure the agency would like to follow for incorporating content into a SPS manual.
- Data entry and professional formatting of your agency's content into Lexipol's Knowledge Management System (KMS) up to the number of content pages purchased in the agreement.
- Walk through with the agency contact to review the imported information and make any formatting adjustments required.

Expectations of the Agency:

- Provide a dedicated & consistent resource to work with to review and make decisions on content to be retained and moved to the KMS Platform.
- Content provided must be in electronic format. Any paper versions will require the agency to use other services to convert from paper to electronic formats.
- Review of imported content and feedback provided to your Professional Services Specialist on formatting in a timely manner.
- Provide an escalation contact if the project is off track of planned pace to help get the Agency side back to a productive cadence.

Timeline: To be completed in the late stages of Focused or Full Implementation timelines.

Focused Implementation

This service expands beyond the Onboarding service to provide agencies with more hands-on work in the Lexipol platform, to deepen your understanding of how to use the platform, and to maintain your policy long term. Additional hours with the Professional Services Specialists are included to help your agency work through your high priority/high risk policies. The intent of this option is to allow agencies to have their designated Policy Manager trained on both the platform and the policy elements; to support that resource through the initial policy development and issuance to allow the agency to then continue to work the remainder of the policy manual independently.

Lexipol Professional Services scope includes:

- Account and Admin account setup of the KMS Platform.
- Training and demonstration on adding users to KMS with an explanation of the user permissions process.
- Basic configuration of the manual with general text entities populated based on your agency's input into the General Information Questionnaire (GIQ) and a discovery document.
- Review of the Lexipol policy content; how to read, and how to use guide sheets and the Lexipol style guide in reviewing and editing your agency's policy.
- Training on how to edit content to fit your agency, how to add agency specific content, and how to publish finished policies.
- Training in policy acknowledgement and reporting.
- Training in processing Lexipol policy updates.
- Walk through with an expert to edit targeted high-risk policies. (Up to 50 policies).
- Your Professional Services Specialist will help create a plan to identify any existing policy content you want to retain in your new policy or procedures manual (if purchased). Lexipol will only compare existing electronic Agency content to Lexipol policy -no other information sources or multiple cross document reviews will be supported.
 - *If you want assistance to pull content over to your Lexipol policy or procedures manual, that service can be added to this implementation option with the additional purchase of the Content Extraction Service.*

Expectations of the Agency:

- Provide a dedicated & consistent resource to work with to review and make decisions on policy changes to fit your agency's needs.
 - Resources within the agency who have time to devote to editing the agency's policy on the platform.
 - Resources within the agency with general technology experience to learn how to use the platform.
- Provide an escalation contact if the project is off track of planned pace to help get the Agency side back to a productive cadence.
- **3 hours** per week (minimum) for fifteen weeks to meet with the Professional Services Specialist to complete training and deliver initial policies.
 - Read and prepare outside of meetings approximately 3-5 policies per week.
- Meeting preparation to complete homework assigned in earlier meetings.
- Any policies not completed in the guided sessions will be up to the Agency to edit and issue on their own.

*Focused Implementation Timeline: Finish within **180 days** from contract start date.*

Proposal

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Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency’s specific goals and needs.

LE Policy Annual Subscription

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Law Enforcement Policy Manual & Daily Training Bulletins (12 Months)	USD 11,828.00	5%	USD 591.40	USD 11,236.60
1	Annual Law Enforcement Supplemental Manual(s) (12 Months)	USD 1,427.00	5%	USD 71.35	USD 1,355.65
1	Annual Law Enforcement Procedures (12 Months)	USD 646.00	5%	USD 32.30	USD 613.70
Subscription Line Items Total				USD 695.05	USD 13,205.95
				USD 695.05	USD 13,205.95
LE Policy Annual Subscription Discount:					USD 695.05
LE Policy Annual Subscription TOTAL:					USD 13,205.95

Corrections Annual Subscription

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Corrections Policy Manual & Daily Training Bulletins (12 Months)	USD 6,376.00	5%	USD 318.80	USD 6,057.20
1	Annual Corrections Supplemental Manual(s) (12 Months)	USD 1,179.00	5%	USD 58.95	USD 1,120.05
Subscription Line Items Total				USD 377.75	USD 7,177.25
				USD 377.75	USD 7,177.25
Corrections Annual Subscription Discount:					USD 377.75
Corrections Annual Subscription TOTAL:					USD 7,177.25

LE Policy Focused
Implementation One Time Fee

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Law Enforcement Focused Implementation	USD 9,990.00	5%	USD 499.50	USD 9,490.50
1	Law Enforcement Agency-Specific Content Extraction	USD 2,960.00	5%	USD 148.00	USD 2,812.00
	One-Time Line Items Total			USD 647.50	USD 12,302.50
				USD 647.50	USD 12,302.50
LE Policy Focused Implementation One Time Fee Discount:					USD 647.50
LE Policy Focused Implementation One Time Fee TOTAL:					USD 12,302.50

LE Policy Full Implementation
One Time Fee

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Law Enforcement Full Implementation	USD 18,130.00	5%	USD 906.50	USD 17,223.50
1	Law Enforcement Agency-Specific Content Extraction	USD 2,960.00	5%	USD 148.00	USD 2,812.00
	One-Time Line Items Total			USD 1,054.50	USD 20,035.50
				USD 1,054.50	USD 20,035.50
LE Policy Full Implementation One Time Fee Discount:					USD 1,054.50
LE Policy Full Implementation One Time Fee TOTAL:					USD 20,035.50

Discount Notes
Sourcewell Discount