



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: July 14, 2025

TOPIC PowerDMS Policy Management System Contract and Service Agreement

BACKGROUND BRIEF:

The Lake Orion Police Department seeks Village Council approval to enter into a contract with PowerDMS, a cloud-based policy and document management platform. This software will enable efficient distribution, tracking, and acknowledgment of department policies and procedures. PowerDMS is widely used by law enforcement agencies nationwide to support accreditation, compliance, and internal accountability. The agreement has been reviewed by City Attorney Kucharek and is in proper order for your consideration and approval.

The purpose and benefits:

Centralized Policy Management: Secure platform for managing all policies, procedures, and training materials in one location.

- **Automatic Version Control:** All previous revisions are archived automatically and available for reference
- **Staff Acknowledgment & Compliance Tracking:** Employees can be assigned policies and electronically acknowledge them, creating a timestamped record.
- **Public-Facing Policy Portal:** Ability to share selected policies with the public through a dedicated online link on our website for public transparency.
- **Audit-Ready:** Simplifies preparation for accreditation, legal review, and compliance audits by maintaining full documentation trails.
- **Legal Risk Mitigation:** Enhances defensibility in litigation by documenting policy compliance.
- **Secure Document Storage:** Central repository includes secure storage of training records, directives, forms, and reference materials.
- **Searchable & Mobile Friendly:** All content is searchable and accessible via desktop or mobile app, enhancing access and usability.

The agreement has been reviewed by City Attorney Kucharek and is in proper order for your consideration and approval.

FINANCIAL IMPACT:

The total cost for the PowerDMS Policy Management Software contract is structured over a three-year term, with discounted pricing in the initial two years:

- **Year 1 (July 16, 2025 – July 15, 2026):** \$2,500.00
- **Year 2 (July 16, 2026 – July 15, 2027):** \$5,020.50
- **Year 3 (July 16, 2027 – July 15, 2028):** \$6,694.00

Although the full value of the service is \$6,694 annually, the Village is receiving a reduced rate in Years 1 and 2, providing a cost savings of \$5,193.50 over the first two years.

This expenditure is within the approved FY 2025–2026 Police Department budget.

The subscription will support policy management across the entire Police Department, including all 20 Reserve Officers. Based on initial license allocation, there is potential to extend access to all Village employees, enabling interdepartmental use and future cost-sharing opportunities.

RECOMMENDED MOTION:

To approve the 2025-2028 PowerDMS Policy Management System contract with PowerDMS in the total amount of \$14,214.50 and to authorize the Village Manager and Chief of Police to execute the contract and all necessary documents relating to this purchase of services.