



City of Harrisonburg, Virginia

Office of the City Manager

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Kurt D. Hodgen
City Manager

TO: Kurt Hodgen, City Manager
FROM: Stephen Monticelli, Chief of Police
DATE: Monday, February 29, 2016
RE: Lexipol System

Summary: Consider a supplemental appropriation for the Police Department in the amount of \$29,592.00 from the federal asset forfeiture funds, available for law enforcement use only. This money would be used to purchase the first two years of service for Lexipol System software, plus a one-time fee for a legal review of our current policy manual. This software provides online software with policy content, legal review, daily training bulletins and archiving services through web-based proprietary tools

Background:

Lexipol is a national provider of risk management tools for public safety organizations, and has only recently acquired access for Virginia Law Enforcement Policy creation with overlapping Virginia Accreditation Standards requirements.

Key Issues:

- Our current software for document management requires the creation of policy be done by our employees, manually uploaded into the software, and manually archived. Lexipol provides the vetted policy templates specific to Virginia state law, and customizable for individual agencies following best practices around the country.
- Lexipol provides regular updates in response to legislative mandates, case law, and evolution in best practices.
- Lexipol also has a unique accreditation feature which allows mapping accreditation requirements within the policy sections.
- Lexipol will work in conjunction with Power DMS for State Accreditation support.
- The software provides a legal team to review our policies to make certain they follow State and Federal laws. Currently our policies are not being written by attorneys, but by officers and other staff.
- The policies are written in a very easy to understand method where no matter who reads the policy, they are understood the same.
- The “Everyday is a Training Day” segment provides 365 training lessons to every member of the Department on the Policy manual as a whole yearly.

RE:

Page 2

Environmental Impact: Ability to adopt a completely paperless system where all creation, editing, and access to the manual and training is digitally secured and accountable to appropriate personnel.

Fiscal Impact: After the initial two years paid for with forfeiture funding, we would increase our budget by the annual rate of 12,821.

Prior Actions:

Alternatives: (a) Continue placing the burden on existing staff and city attorney to research, write, and review all policy
(b) Not have our policy reviewed by an attorney; or
(c) Hire an attorney and support staff solely to take the time to research, write and review all policy.

Community Engagement: none

Recommendation: To purchase the Lexipol software

Attachments: Supplemental Appropriation

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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