

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 28, 2022

FROM

TRACY REECE, Chief Probation Officer, Probation Department

SUBJECT

Contract with Lexipol, LLC for Policy Manual System Enhancement and Maintenance

RECOMMENDATION(S)

Approve **Contract No. 22-539** with Lexipol, LLC in the total amount of \$511,565, for an annual subscription fee, to continue to maintain policy manuals specific to the Probation Department's field and juvenile custody operations for the period of July 1, 2022 through June 30, 2027. (Presenter: Tracy Reece, Chief Probation Officer, 387-5692)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not require additional Discretionary General Funding (Net County Cost). The cost of this contract, \$511,565 over a term of approximately five years, will be funded from the Probation Department's (Department) existing annual budget allocation. A breakdown of this cost is reflected on the following table:

Description	2022-23	2023-24	2024-25	2025-26	2026-27	Totals
Subscription Fee	\$95,397	\$98,736	\$102,193	\$105,769	\$109,470	\$511,565

The annual subscription fee is for use and maintenance of the customized policy manuals developed by Lexipol, LLC (Lexipol). Sufficient appropriation is available in the Department's 2022-23 budget. Appropriation for subsequent year costs will be included in future recommended annual budgets.

BACKGROUND INFORMATION

Probation departments have different missions and modes of operation from other law enforcement agencies. As such, their policies and procedures differ from those of other agencies. Additionally, probation departments are responsible for operating juvenile detention facilities that have significantly different regulatory requirements than those of an adult detention facility. The Department has over 250 policies, which are revised when federal and state legislatures bills are passed and first responder agency policies change. These policies are updated or new policies are established, so the Department can ensure compliance.

Lexipol provides a web-based system that allows the Department to create, maintain and update both a probation field operations-specific manual and a juvenile detention-specific manual to meet California probation departments' operations standards as they are modified.

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The benefits to the Department will include:

- Development of customized, Department-specific policy manuals for field and juvenile detention operations.
- Provisions of comprehensive, defensive policies written by legal and public safety professionals.
- Continuous monitoring and review of legislative mandates, case law, and the evolution of best practices for potential updates to policies/procedures.
- The most current policies are available and archived for future reference.
- Integrated policy training.
- Quick delivery of new and revised policies/procedures to Department staff through the use of a user-friendly, web-based system; thereby ensuring that staff are operating with the same level of knowledge.
- Access for up to 20 scenario-based Daily Training Bulletins a month that provide instant access to important and pertinent changes to policies/procedures.
- Enhancement of the Department's ability to provide for the safety of staff and residents by maintaining comprehensive, consistent and clear policies/procedures.
- The Department will maintain a high level of competency as required by the State of California's Standards and Training for Corrections (STC).
- Reduction in Department staff time involved with researching, reviewing and writing policies.

On July 25, 2017 (Item No. 31), the Board of Supervisors approved the initial Contract with Lexipol, from August 1, 2017 to June 30, 2022, to develop and maintain policy manuals specific for the Department. Lexipol's services have significantly reduced the workload of the Department's staff, while keeping them up to date with legislative and other recommended changes.

PROCUREMENT

The Department has conducted extensive research for a system in which policies can be created and updated within a specific framework and have that content available via the Internet. While policy management services are offered by several other entities such as OSS Law Enforcement Advisors and Worldwide Law Enforcement Group, Lexipol is the only provider that will create and revise policy content specifically written for probation departments and is also web-based. As such, the Department maintains that Lexipol is uniquely and specifically qualified for this contract. The Purchasing Department concurs with the sole-source procurement of services with Lexipol for policy manual system development and maintenance.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jamie Ryan, Deputy County Counsel, 387-5455) on June 7, 2022; Risk Management (Victor Tordesillas, Director, 386-8623) on June 8, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on June 8, 2022; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on June 8, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on June 8, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Janice Rutherford Seconded: Col. Paul Cook (Ret.)
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Joe Baca, Jr.
Absent: Curt Hagman

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: June 28, 2022



cc: Probation- Villa w/agree
Contractor- C/O Probation w/agree
File- w/agree
LA 07/11/2022