



El Segundo Police Department

Training Section

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TRAINING BULLETIN

February 3, 2021

Lexipol Policy and Procedure Manual

Over the past year, the Police Department has been working toward transitioning our current General Order Manual (GOM) to the Lexipol Policy Manual. Lexipol gives us the ability to automatically update policies based on recognized case decisions, new laws, or best practices.

We will be working with two separate manuals during the continued transition. As policies are transitioned, they will be sent out electronically via the Lexipol website. Initially, not all of our current GOM will be in Lexipol, but Lexipol will be the overriding policy for GOM policies that have been transferred.

IT IS REQUIRED THAT EVERY EMPLOYEE READ THE BELOW INFORMATION AND FOLLOW INSTRUCTIONS TO SIGN UP FOR LEXIPOL. YOU WILL EACH BE RESPONSIBLE FOR HAVING KNOWLEDGE OF ANY PUBLISHED POLICY.

Lexipol will be viewed utilizing a Website and Phone App called Knowledge Management System (**KMS**). When notified of its availability, log in to acknowledge and familiarize yourself with the most updated version of our policies.

HOW TO LOG INTO KMS:

- **Website** – <https://policy.lexipol.com/agency>
- **Login ID** – use your email address (case sensitive)
- **Password** – **policy123** (case sensitive)
- **Phone app:** **All users must login to the online version at least one time before initiating the phone app.** Thereafter, you can download the “**Lexipol KMS Mobile**” phone application to acknowledge and access all policy content and take Daily Training Bulletins (DTB) exams on your phones.

Please note that KMS works best when accessed through Google Chrome on your laptop or desktop computers. Upon initial log in, KMS will prompt all members to change their password.

The screenshot shows the Lexipol Knowledge Management System login page. At the top is the Lexipol logo. Below it, the text "Knowledge Management System" is displayed. There are two input fields: the first contains the email address "name@anaheim.net" and the second contains a masked password "*****". A blue "SIGN IN" button is positioned below the password field. At the bottom of the page, there are two links: "Lexipol.com" and "Forgot Your Password?".

The screenshot shows the Lexipol Knowledge Management System password reset page. At the top is the Lexipol logo. Below it, the text "Knowledge Management System" is displayed. A message reads: "To complete the password reset process, please enter your new, permanent password. Minimum password length is 8 characters". There are two input fields: the first is labeled "New Password" and the second is labeled "Confirm New Password". A blue "SUBMIT NEW PASSWORD" button is positioned below the second field. At the bottom of the page, there are two links: "Lexipol.com" and "Forgot Your Password?".

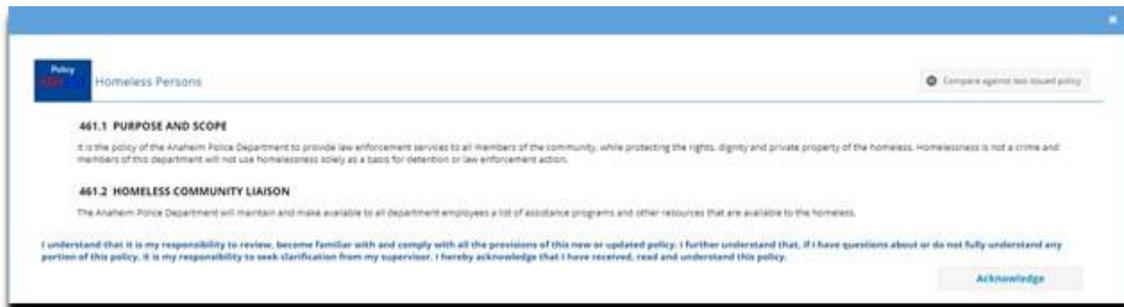
Successful log in to KMS will result in the display of the below screen:

The screenshot shows the Lexipol Knowledge Management System dashboard. The top navigation bar includes the Lexipol logo, "Home", "Manuals", "DTBs", and "Help". The user's name "Hello Test" and a "Logout" button are visible in the top right corner. The main content area is divided into two sections: "User Acknowledgements" and "Daily Training Bulletins (DTBs)". The "User Acknowledgements" section displays a list of items with their IDs and dates. The "Daily Training Bulletins (DTBs)" section is currently empty, showing "No Content Available".

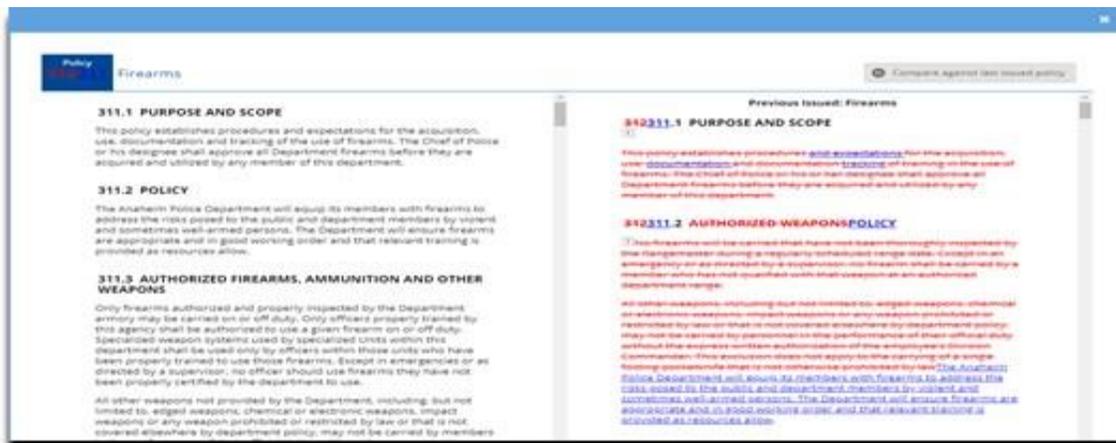
Item ID	Item Name	Date
302	Major Incident Review Team	Thu, Aug 16 2018
303	Peer Support and Assistance Program	Thu, Aug 16 2018
308	Control Devices and Techniques	Thu, Aug 16 2018
311	Firearms	Thu, Aug 16 2018
335	Victim and Witness Assistance	Thu, Aug 16 2018
402	Bias-Based Policing	Thu, Aug 16 2018
424	Rapid Deployment Team Policy	Thu, Aug 16 2018
438	Air Support	Thu, Aug 16 2018
467	Medical Aid and Response	Thu, Aug 16 2018
614	Unmanned Aerial System (UAS) Operations	Thu, Aug 16 2018
702	Personal Communication Devices	Thu, Aug 16 2018
1006	Personnel Complaints	Thu, Aug 16 2018
1006	Meal Periods and Breaks	Thu, Aug 16 2018
384	Off-Duty Law Enforcement Actions	Thu, May 03 2018
430	Cite and Release Policy	Thu, May 03 2018
422	Foreign Diplomatic and Consular Representatives	Thu, May 03 2018
481	Criminal Organizations	Thu, May 03 2018
498	Automated License Plate Readers (ALPR)	Thu, May 03 2018

It is mandatory that each department member acknowledge all policies in the manual. User Acknowledgements are shown on the left side of the KMS Home screen. The right side of the KMS Home screen displays a Daily Training Bulletins (DTBs) window. The department does subscribe to DTBs and will eventually turn on this feature.

Simply click on the individual policy and KMS will open the policy for your review and acknowledgement at the bottom of the policy.

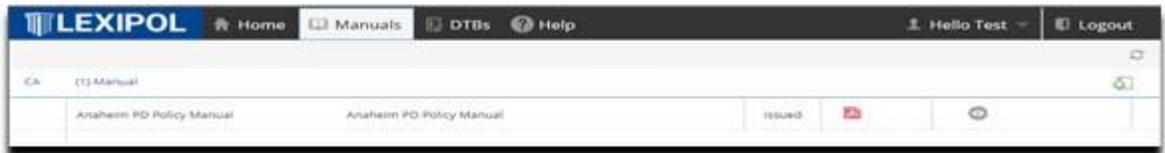


If the policy has been updated or revised, KMS provides you the ability to compare the policy to the last issued version by clicking on the **Compare against last issued policy** icon in the upper right portion of the dialogue window.

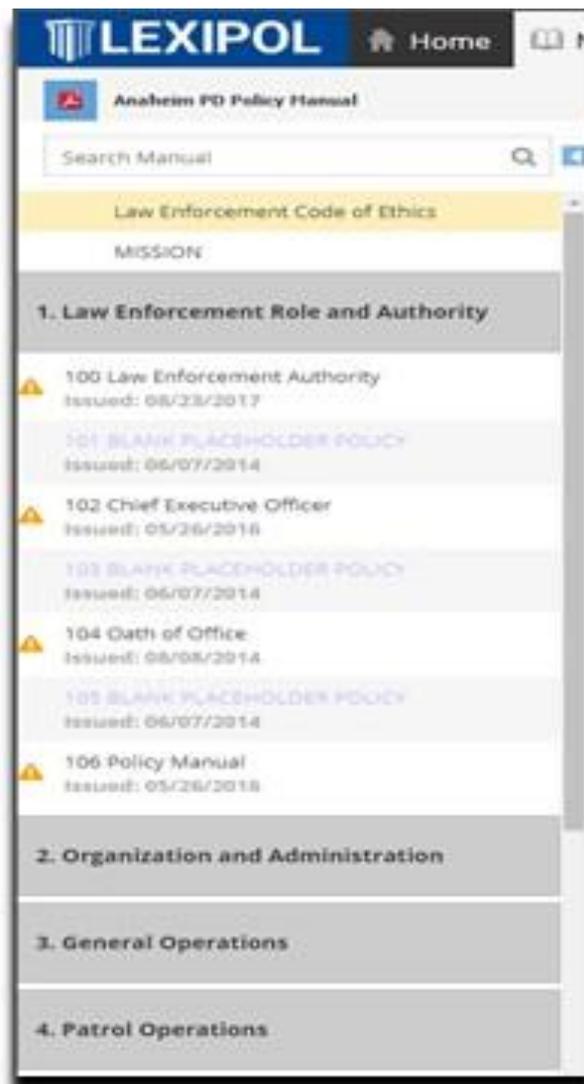


The current version of the policy will appear on the left side of the dialogue box and the previous issued version of the policy will appear on the right side, along with the content that was removed (red strike-through) and the content that was added (blue underline). Simply click the **Compare** icon again to exit out of the compare function.

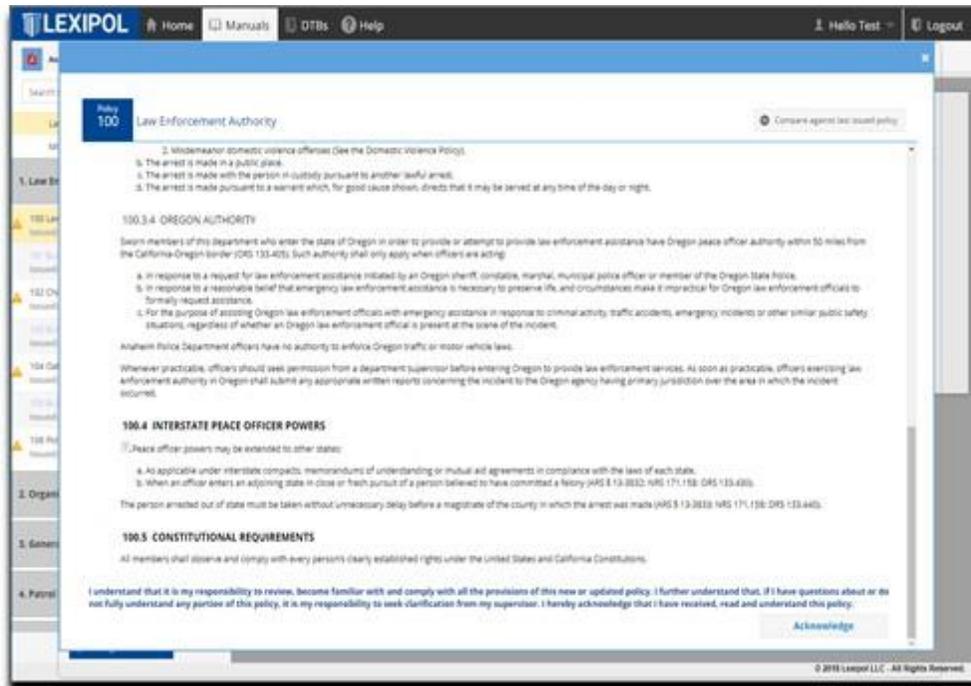
The policy manual can be viewed by selecting the **Manuals** tab at the top of the screen and then selecting the **View Manual** icon (gray eyeball) on the right side of the screen.



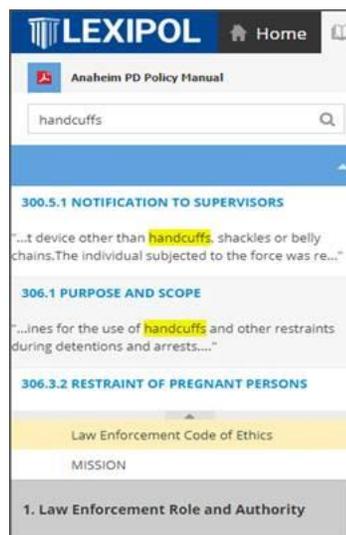
Once you are in the View Manual mode, simply click any heading in the table of contents on the left side of the screen to reveal the policies that are in that chapter.



Clicking on any individual policy will open a dialogue window with the content of that policy. If the policy has not yet been acknowledged by the member, the acknowledgement requirement will continue to be displayed at the bottom of the policy until the member acknowledges the policy.

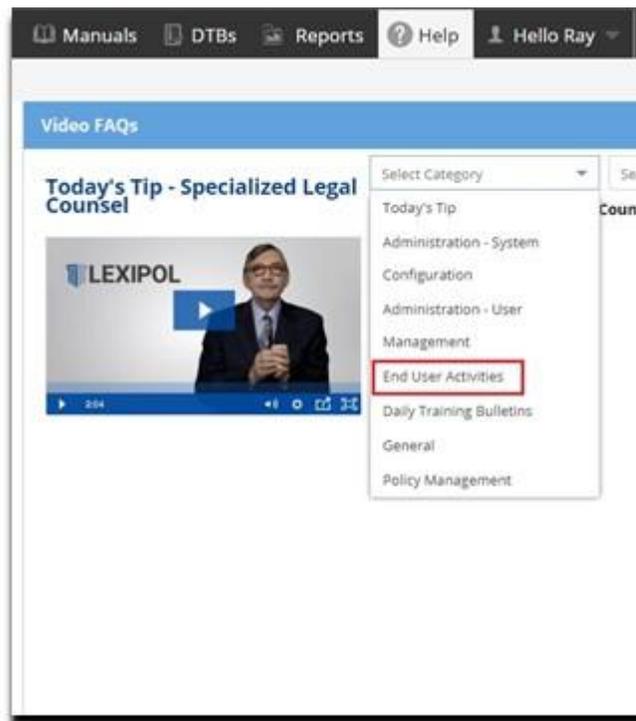


KMS also provides the ability to search the entire manual for specific text. Simply enter the text you wish to search for in the search box above the table of contents and click on the search icon (magnifying glass). KMS will respond by providing you all identified policies that contain the searched text. You can view these policies by simply clicking in the box of the policy you wish to view.



Upon completing the initial acknowledgement of the policies in the manual, every member of the Department will receive an email notification from KMS for all future revisions, updates, or changes made to the policy manual. KMS will automatically provide an acknowledgement requirement on any policy that is opened for viewing that has not yet been acknowledged by the member. Each member of the Department will continue to be responsible for acknowledging any new revisions, updates or changes made to the policy manual.

You can access additional information about KMS through the **Help** function. Select the **Help** tab and under the **Select Category** list (upper right corner of screen), scroll down to access “**End User**” tutorial videos:



You can also contact the Lexipol Support team if you need login assistance: (949) 309-3894, or email customersupport@lexipol.com (available from 6:00 a.m. to 5:00 p.m. Pacific Standard Time)