



**COMMISSIONERS COURT
AGENDA PLACEMENT BRIEFING MEMO**

TO: Commissioners Court
FROM: Mandy Smithers on behalf of the Sheriff's Office
DATE: March 14, 2013
SUBJECT: Approve Subscription Agreement with Lexipol, LLC for the Denton County Sheriff's Office Personnel and Law Enforcement Manual with daily updates and any appropriate action.

REQUESTED ACTION/RECOMMENDATION
Approve Subscription Agreement with Lexipol, LLC for the Denton County Sheriff's Office Personnel and Law Enforcement Manual with daily updates and any appropriate action.
BACKGROUND
Lexipol develops and publishes an up-to-date personnel and law enforcement policy and procedure manual for law enforcement agencies. Lexipol has demonstrated to the Sheriff's Office that they have a track record of producing a top quality policy and procedures manual, along with automatic updates, and ongoing training emails to keep employees updated. The Sheriff's Office seeks Commissioners Court approval to enter into a Subscription Agreement with Lexipol, LLC for their Personnel and Law Enforcement Manual with daily updates.
OPERATIONS & MAINTENANCE
N/A
LEGAL INFORMATION
The Denton County Commissioners Court has the authority to approve the Subscription Agreement.
FINANCIAL IMPACT
The Sheriff's Office has identified funds within their current budget for use
PROJECT SCHEDULE
The Sheriff's Office will implement the Subscription as soon as possible.
PRECEDING COURT ACTION
The Commissioners Court has taken no previous action on Lexipol services.



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Lexipol Law Enforcement Policy Manual

Lexipol is America's leading source of risk management resources for public safety organizations. Lexipol provides customizable, state-specific, web-based policy manuals with an integrated training component to help public safety agencies operate more efficiently and effectively. We currently serve more than 1,400 public safety organizations representing 81,000 law enforcement and fire personnel in 14 states.

Lexipol Value

- ✓ We provide comprehensive, court-tested policies written by law enforcement and legal professionals.
- ✓ Lexipol experts constantly monitor major court decisions and emerging trends affecting law enforcement operations.
- ✓ Lexipol provides regular policy updates in response to legislative mandates, case law and evolution in best practices.
- ✓ Our system allows you to view the origin of all policy content, including federal and state laws and law enforcement best practices.
- ✓ Lexipol policies are instrumental in an agency's ability to prevail in court.
- ✓ The Lexipol system will allow cross-referencing to any accreditation standard.
- ✓ Lexipol's policy system has been shown to reduce the number of claims paid out. In fact, one statewide insurance pool reported a 69% decrease in litigated claims paid out.
- ✓ Lexipol's policy and training components are 100% web-based. There is no software to purchase or maintain.
- ✓ Each version of an agency's policy manual is archived on the Lexipol system for easy retrieval when needed for defense litigation or personnel matters.

The Lexipol system is truly unique. No one else in America offers this level of customization and value to help you manage, disseminate and track your agency's policies and training. We can help you comply with current laws, regulations and law enforcement best practices, and then document that you've trained your personnel on your policies. To learn more, visit www.lexipol.com or call us at **949.484.4444**.



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Lexipol Law Enforcement Daily Training Bulletins

Lexipol is America's leading source of risk management resources for public safety organizations, delivering its services through a unique, web-based development system with an integrated training component. We currently serve more than 1,400 public safety organizations representing 81,000 law enforcement and fire personnel in 14 states. Lexipol offers state-specific policy manuals that are integrated with scenario-based Daily Training Bulletins (DTBs), which include a focus on high-risk, low-frequency events.

Lexipol Value

- ✓ Lexipol's DTB service provides comprehensive training to help officers learn the content of your agency's policy manual *and* practical application of the policies.
- ✓ Each year, Lexipol provides each agency 365 scenario-based training bulletins that link directly to the policy manual.
- ✓ Each agency can customize Lexipol DTBs to address agency-specific topics.
- ✓ DTBs are designed to be completed in about six minutes.
- ✓ Lexipol's DTB service reinforces agency approved policies and procedures.
- ✓ Lexipol provides regular policy and training updates.
- ✓ Lexipol's policy system has been shown to reduce the number of claims paid out. In fact, one statewide insurance pool reported a 69% decrease in litigated claims paid out.
- ✓ Lexipol's policy and training components are 100% web-based. There is no software to purchase or maintain.
- ✓ Automated tools help ensure consistency between policy and training materials.
- ✓ Supervisors can track officer training using flexible reporting tools.
- ✓ Lexipol archives your agency's DTB training records to provide an invaluable resource in defense litigation or personnel matters.

Lexipol can help you address issues related to risk, liability, safety and best practices. We can help you comply with current laws, regulations and law enforcement best practices, and then document that you've trained your personnel on your approved policies. To learn more, visit www.lexipol.com or call us at **949.484.4444**.



The Lexipol Advantage

Law Enforcement

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Lexipol is America's leading provider of risk management resources for public safety organizations, delivering its services through a unique, web-based development system with an integrated training component. The Lexipol system has helped public safety agencies reduce risk and stay ahead of litigation trends, while communicating clear and concise policy guidance to their employees.

Proprietary System and Tools: Lexipol provides more than 140 policies based on federal and state statutes, case law, regulations and law enforcement best practices. Your agency has full editing capability to customize the manual to reflect your mission and philosophy.

Updates: Lexipol provides regular updates in response to legislative mandates, case law and evolution in best practices. We also provide client alerts in response to precedent-setting court decisions or events that call for immediate changes to policy.

Policy Training: The integrated Daily Training Bulletin (DTB) component is a customizable, scenario-based daily training program that links directly to your agency's policy manual.

A police department arrested an English-speaking woman after she attacked neighborhood children with a butcher knife. She later claimed she was unable to communicate without a translator and filed a complaint with the U.S. Department of Justice. The resulting federal investigation cost the agency significant unbudgeted dollars. A federal Executive Order requires all agencies in all states to have a written Limited English Proficiency policy. The lack of such a policy could result in a complete loss of all federal funding and grants. All Lexipol subscribers have such a policy and are in compliance with this federal requirement.

A Sheriff's Office in California had a pursuit that ended tragically, with the death of a deputy in an unmarked unit and a hostage trapped inside the suspect vehicle. The California Vehicle Code provides immunity for any death, injury or property damage caused by a suspect vehicle if the agency has a policy that conforms to the code requirements. This agency had its Lexipol policy manual in place as of April 10, 2002. The fatal pursuit occurred on April 22, 2002. This agency had immunity in what could have been a very expensive lawsuit.

Adaptability: Our clients range from one to 2,500 personnel and include municipal police departments, county sheriff departments or offices, district attorney offices, port police, probation departments, school district and university police, tribal police, state regulatory and law enforcement agencies, federal agencies and military agencies.

Scale: More than 1,400 public safety organizations representing 81,000 law enforcement and fire personnel in 14 states use the Lexipol system. Our subscriber base is one of the largest private networks of law enforcement policy collaborators in the nation.

Archiving: Your policy manual is archived on the Lexipol system. This is an invaluable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

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The Lexipol Advantage

Law Enforcement

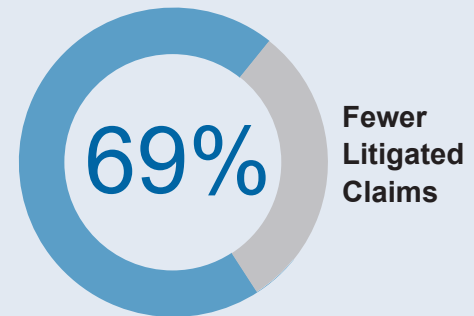
Insurance Pools/RMAs: A number of insurance pools and risk management associations provide funding assistance for the cost of the Lexipol program, annual subscription and Daily Training Bulletins.

Cost Effective Development: A fully burdened officer can cost an agency upward of \$100K in salary and benefits. Most small to mid-sized agencies assign one officer to update and maintain their policy manual, which can consume 50% to 80% of the officer's time. A typical officer does not have the experience or resources to translate statutes, case law and emerging trends into usable, defensible policy in patrol, investigations, traffic, property, custody or personnel. At Lexipol we proactively do this work for you, typically at less than 5% of the cost of an officer.

Ready Access: Many agencies describe their pre-Lexipol policy system as convoluted, reactive and not serving the agency well. Their employees have trouble accessing the policy system because the documents are contained in disparate silos of information. Thus, there is no easy way to get policy direction. When you become a Lexipol subscriber, you have a clear, straightforward, professional policy system that is legally defensible and easily accessible by all members of your organization.

The Lexipol system is truly unique. There is no other program in America offering the ability to customize, manage, disseminate and track your agency's policies and training.

For additional information about Lexipol, visit www.lexipol.com or call us at 949.484.4444.



Risk management programs often try to quantify the value of avoided claims. Here's what one Risk Management Association had to say: "Two years post-Lexipol implementation, perhaps the most positive trend is that Lexipol users have 69% fewer litigated claims compared to pre-Lexipol implementation. And, the claims that are litigated have, on average, **\$7k** paid out instead of **\$20k** pre-Lexipol."

A municipality was challenged in court by a right-to-bear-arms organization regarding its Lexipol Carry Concealed Weapon policy. The policy not only survived the court challenge, but was recognized by the court as a model policy that was in compliance with state law.

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PROPOSAL FOR

Denton County Sheriff's Office
DENTON, TEXAS

LAW ENFORCEMENT AND CUSTODY POLICY MANUAL &
DAILY TRAINING BULLETIN SERVICES

DECEMBER 3, 2012

Lexipol, LLC

6B Liberty, Suite 200
Aliso Viejo, California 92656
949-484-4444
www.lexipol.com

Primary contact: Matt Robinson, Client Services Representative
949-732-5750 mrobinson@lexipol.com



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Pricing – 2013 Denton County Sheriff's Office

Total Cost for Law Enforcement and Custody Policy Manual and Daily Training Bulletins

Law Enforcement Manual – based on 275 authorized sworn

Year 1

- **1st Year Development Fee – \$15,950** (*includes all development tools and Policy updates. Daily Training Bulletins are included at no charge during the first year when Agency finalizes their Policy Manual*)

Beginning Year 2 (to be billed annually beginning Year 2)

- **Annual Update Fee - \$5,500** (*billed Year 2 – includes all web-based tools, Forum, and Policy Manual updates*)

Daily Training Bulletin Fee - \$22,000 (*optional and billed Year 2 – includes 365 unique scenario-based exercises. can be reported to TCLEOSE to meet the mandated 40 hours of continuing education training required each training cycle.*)

Custody Manual – based on 1,400 beds

Year 1

- **1st Year Development Fee – \$19,565** (*includes all development tools and Policy updates. Daily Training Bulletins are included at no charge during the first year when Agency finalizes their Policy Manual*)

Beginning Year 2 (to be billed annually beginning Year 2)

- **Annual Update Fee - \$7,350** (*billed Year 2 – includes all web-based tools, Forum, and Policy Manual updates*)
- **Daily Training Bulletin Fee - \$39,900** (*optional and billed Year 2 – includes 240 unique scenario-based exercises*)

****Custody pricing above has been discounted by 30%***



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December 3, 2012

Asst. Chief Deputy Roy Davenport
Denton County Sheriff's Office
127 N. Woodrow Lane
Denton, TX 76205

Dear Asst. Chief Deputy Davenport,

Lexipol appreciates the opportunity to propose our Policy Manual and Daily Training Bulletin service to Denton County Sheriff's Office. Our goal is to help our clients successfully face the evolving challenges in the world of public safety. Lexipol provides clear benefits in terms of managing, disseminating and archiving your agency's policies and training records. Agencies that adopt our policy subscription service have clear, effective policy manuals that reflect the true values and policing philosophy of their agency.

Lexipol offers the most comprehensive solution for managing policy and procedure in law enforcement agencies. We are often recognized for our proactive approach in decreasing liability exposure backed by Lexipol's technical and legal expertise. The Lexipol system has helped public safety agencies reduce risk and stay ahead of litigation trends, while communicating clear and concise policy guidance to their employees.

Policy Manual Development: Lexipol has created policy content that is specific to federal law and to Texas state law. This "master" content can then be customized by your agency. Your agency is prompted through interactive online software to develop Policy Manuals standardized with regulatory requirements yet customized to the agency's unique mission, philosophy and resource availability. The proprietary software allows efficient and accurate generation of a draft version of the manual from an online questionnaire.

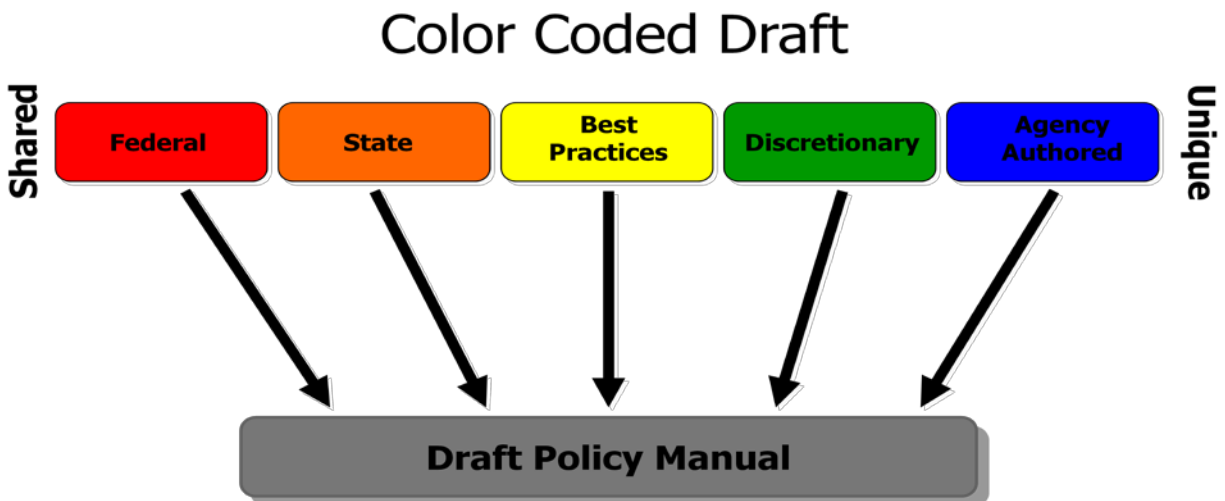
Daily Training Bulletin Component: The training component consists of Lexipol's Daily Training Bulletins (DTBs). These give Denton County SO the ability to train and test employees on its policies and procedures. The DTBs consist of a brief scenario illustrating realistic circumstances officers typically encounter. Each scenario is linked to a policy, which puts the policy in an operational context and helps sworn personnel understand why the policy exists and how it applies to their daily tasks. The DTB system includes a brief test, which the officer must pass to be credited with the DTB training. Denton County SO will receive DTB packages (via email) monthly, with each bulletin linked to a current policy. Your department staff will also

have the ability to create their own customized DTBs in the Lexipol system as they identify areas that require additional training.

Lexipol's DTB training component allows Denton County SO to track its training by deputy, topic or policy. This information is archived electronically and can be produced immediately for current reports, or retrieved years later, thereby providing significant litigation and administrative support.

Unique Qualifications: Lexipol has established a unique set of risk management tools for law enforcement agencies by integrating agency-specific, customized policy manuals with the Daily Training Bulletin service. The Lexipol policy and training system has helped public safety agencies throughout Texas and the country reduce risk and stay ahead of litigation trends, while at the same time communicating clear and concise policy guidance to their employees.

Proprietary System and Tools: More than 140 core policies based on federal standards and Texas statutes and case law, regulatory actions, and law enforcement best practices are available with our intuitive tool set. Your agency has full editing capability to customize the manual to reflect your agency's mission and philosophy. Our color-coded key reflects the origin of the content and its relative importance. The final product, which is not color-coded, is a professional, well organized, easy-to-read manual online in Lexipol's Knowledge Management System and in hard copy. **There is no other system in the nation that incorporates all of these features at affordable annual subscription rates.**



Updates: Lexipol provides regular updates in response to legislative mandates, case law and evolution in best practices. We also provide client alerts in response to precedent-setting court decisions or events that call for immediate changes to policy. **These updates would be customized for Denton County SO and your mission.**

Adaptability: Our clients range from one to 2,500 sworn personnel and include municipal police departments, county sheriff offices, county district attorney offices, port police, probation departments, school district and university police, tribal police, state regulatory and law enforcement agencies, federal agencies and military agencies.

Scale: Over 1,400 public safety agencies serving more than 81,000 officers in 14 states use the Lexipol system. Our subscriber base is one of the largest private networks of law enforcement policy collaborators in the nation.

Archiving: Each version of your manual is archived on the Lexipol system. This is an invaluable resource in defense litigation or personnel matters that call for authenticated copies of policy or training records years after an incident.

Cost Effective Development: A fully burdened officer can cost an agency upward of \$100K in salary and benefits. Most small to mid-sized agencies assign one officer to update and maintain their policy manual, which can consume 50% to 80% of the officer's time.

A typical officer does not have the experience or resources to translate statutes, case law and emerging trends into usable, defensible policy in patrol, investigations, traffic, property, custody or personnel. At Lexipol we proactively do this work for you, typically at less than 5% of the cost of an officer.

Ready Access: Many agencies describe their pre-Lexipol policy system as convoluted, reactive and not serving the agency well. Their employees have trouble accessing the policy system because the documents are contained in disparate silos of information.

Policy Training: The integrated Daily Training Bulletin component is a customized, scenario-based daily training program that links directly to the policy manuals. The Daily Training Bulletin program is standardized, verifiable, realistic, and ongoing training that links directly to your policy manual. Archiving of training records provides verifiable evidence of achieving specific learning objects.

Lexipol is uniquely qualified to provide our Policy Manual and Daily Training Bulletin service to Denton County SO. For the past 10 years, we have created proven, court-tested law enforcement policy. Actuarial data shows Lexipol's unique, cost-effective policy and training system reduces the numbers of claims and claims paid – typically by 69% over previous years. We have a 100% defense record of our policies in courtrooms across America.

In addition, Lexipol provides a highly cost-effective model and powerful, easy-to-use web-based tools that support your agencies and provide:

- Policies and procedures that reflect up-to-date, applicable industry standards and best practices;
- Customized content for Denton County SO;
- Daily scenario-based training that reinforces your approved policies and procedures;
- Regular updates to your policies and procedures as statutes, case law, and regulations change;

Lexipol is America's leading source of risk management resources for public safety organizations, delivering its services through a unique, web-based development system and an integrated training component.

Training Support: Denton County SO policy administrators may attend any and all online training sessions (which can be repeated as many times as necessary): 1) Knowledge

Management System (KMS) Training – which is your portal for policy editing and development and 2) Project Management session – which will introduce your Policy Manager to the Lexipol Electronic Client Toolkit (ECT) and the Project Management Guide (PMG).

Our Project Management Guide and Electronic Toolkit are included in the Lexipol subscription fee, and will aid your agency in completing your manual in a timely fashion. Our Project Management Guide provides tips and guidelines on how to achieve this goal. The Electronic Toolkit contains a couple of “best practices” examples that may give your agency some ideas as to how others have implemented the manual.

Our Program Development and Customer Service teams are also available throughout the development process to provide guidance and answer questions.

Lexipol History

Lexipol was founded in 2003 by merging Bruce Praet’s acclaimed policy manual work with Gordon Graham’s innovative “Five Pillars of Success” approach to risk management, and Lexipol’s CEO Dan Merkle brought impressive business acumen to the team.

Today, Lexipol is comprised of an all-star team of public safety veterans. Former executives of law enforcement and fire services lead the major divisions of the company. In fact, the majority of all Lexipol employees are former or active duty public safety members.

This confluence of real world experiences in the areas of law, public service, and business gave rise to Lexipol’s unique system of risk management tools. Lexipol has become America’s leading source of risk management resources for public safety organizations. We currently serve over 1,400 law enforcement agencies in 14 states. We train more than 81,000 law enforcement officers every day.



Lexipol LLC
6B Liberty #200
Aliso Viejo, CA 92656
Tel: 949-484-4444
Fax: 949-484-4443

TERMS AND CONDITIONS FOR USE OF SUBSCRIPTION MATERIAL

I. ACCEPTANCE OF TERMS

The services that Lexipol, LLC, a Delaware Limited Liability Company (hereinafter "Lexipol"), provides to Agency, Customer, User, Purchaser are subject to the following Terms and Conditions of Use. These Terms and Conditions are valid through the subscription period of one year. Lexipol reserves the right to update/change the Terms and Conditions of Use on the renewal date of the subscription agreement period whereas those updates/changes on the Terms and Conditions of Use will be valid for the new subscription period. This document represents the most current version of the Terms and Conditions of Use. Any changes or updates can be reviewed by clicking on the "Terms and Conditions of Use" hypertext link located on Lexipol's Forum page once Agency becomes a subscriber. AGENCY MUST AGREE WITH THESE TERMS AND CONDITIONS OF USE BEFORE AGENCY CAN USE THIS WEBSITE.

II. DESCRIPTION OF SERVICES

Through Lexipol's Website, Lexipol provides Agency with access to the Lexipol Knowledge Management System. Lexipol provides numerous subscriptions to this system, each with varying services depending on the level of subscription. The Agency is subscribing to the services indicated on the data page included on the last page of this agreement.

III. MEMBER ACCOUNT, PASSWORD AND SECURITY

If any of the Services provided to Agency by this Website requires Agency to open an account, Agency must complete the registration process by providing Lexipol with current, complete and accurate information as prompted by the applicable registration form. Agency will also be able to change the user name and password on the account after initial login. Agency is entirely responsible for maintaining the confidentiality of Agency's password and account. Agency is entirely responsible for any and all activities that occur under Agency's account. Agency agrees to notify Lexipol immediately of any unauthorized use of Agency's account or any other breach of security.

Agency may not use any other Agency's account at any time, as Agency's password and user name are for the purchaser's sole use. Purchasers of content through this Website are not permitted to share, distribute, sell, or otherwise transfer their password to other individuals. Significant or unusual use of a single user name and password (including, but not limited to, significant use of a single user name and password on multiple computers) could result in suspension of that password.

IV. NOTICES

Any notice to be given to the parties shall be sent to Lexipol at the address above or if to the Agency to the contact person registered as the authorized signer.

V. PAYMENT TERMS

Agency agrees to pay the current fees for all services purchased using Agency's user name and password. All services are payable in full within forty-five (45) days from subscription start date. Any

amounts past sixty (60) days from due date shall accrue interest at one (1%) percent per month for past due accounts. Invoices are sent thirty (30) days previous to the subscription start date and anniversary date thereafter. All payments are applied to the oldest balance.

VI. PRIVACY POLICY

Lexipol shall keep all information Agency provides confidential and private unless required to provide information in accordance with an order from a court of competent jurisdiction. Agency acknowledges Lexipol may provide view only access and summary information to the Agency's affiliated Risk Management Authority, Insurance Pool or Group if they have provided an economic subsidy. Because security is important to Lexipol and our users, Lexipol will always make reasonable efforts to ensure the security of Lexipol's systems. Lexipol employs security systems to protect the information Lexipol receives from Agency's users. The Lexipol Policy Website uses Secure Socket Layer (SSL) Protocol for browsers that support 128-bit encryption (such as Microsoft Internet Explorer 5 and greater). SSL encrypts information as it travels between customer and Lexipol. Please be aware that Internet data transmission is not always 100% secure and Lexipol cannot warrant that information Agency transmits utilizing Lexipol's Service or Website is 100% secure.

VII. APPLICATION OF LAW AND JURISDICTION

Agency agrees that any claim, action, or proceeding arising out of these Terms and Conditions of Use, or Agency's use of the Website, shall be governed by and construed in accordance with the laws of the State of Delaware applicable to contracts to be wholly performed therein, and any action based on or alleging a breach of this Agreement must be brought in a state or federal court in Delaware. This Agreement shall be governed and interpreted pursuant to the laws of the State of Delaware, United States of America, notwithstanding any principles of conflicts of law.

VIII. INDEMNIFICATION

Agency understands that Lexipol and its agents, employees and representatives have developed policy guidelines and content in a good faith effort to comply with all applicable statutes, case law and industry standards in effect at the time such policies were approved and adopted by Agency. Agency acknowledges that Lexipol shall not be responsible for updating these policies to adhere to subsequent changes in the law or other conditions and those changes and updates will only be provided by Lexipol as a part of an annual subscription. While Lexipol has made a good faith effort to develop all policies and training in accordance with existing law and standards, Agency acknowledges that neither Lexipol nor any of its agents, attorneys, employees or representatives are obligated to provide legal representation, defense, or indemnification for any litigation in which said policies are subject to challenge.

To the fullest extent permissible under applicable law, and except as otherwise herein, Lexipol and/or other persons creating or transmitting the information and the service will in no event be liable to Agency or anyone else for any direct, indirect, consequential, incidental, special, exemplary, or punitive damages for the information, even if Lexipol or other persons creating or transmitting the information or the service shall have been advised of the possibility of such damages. To the fullest extent permitted by law, Lexipol or other persons creating or transmitting the service and the information shall have no responsibility or liability to Agency or anyone else under any tort, contract, negligence, strict liability, products liability or other theory with respect to any subject matter of this agreement or terms and conditions of use thereto with the exception of liability resulting from a finding of gross negligence, and/or willful and wanton conduct of Lexipol.

IX. COPYRIGHT

Agency expressly acknowledges and agrees that each and every policy provided by Lexipol, its agents, employees, and representatives including, but not limited to, all updates, revisions the entire Policy Manual(s), Supplemental Policy Publications and/or Procedure Manuals, and Daily Training Bulletins purchased from Lexipol were expressly created for Agency's exclusive use. Agency further agrees that all policy, update, revision or Daily Training Bulletins originally provided by Lexipol are protected under copyright agreements and may not be sold. Nothing in this statement is intended to prohibit or restrict Agency from access and reproduction for department functions and providing any policies contained within the Policy Manual(s) pursuant to and authorized by a request under the Public Records Act, pursuant to Court order or any other lawful process.

X. DISCLAIMER OF WARRANTIES

The service and all information is provided "as is" without warranties, express or implied, or representations of any kind whatsoever. There shall be no warranties of merchantability, fitness for a particular use, non-infringement of proprietary rights, enjoyment of the information or service, system integration, or accuracy of the information. To the fullest extent permitted by law, Lexipol disclaims any warranties for the security, reliability, timeliness, and performance of the information and the service. The entire risk as to satisfactory quality, performance, accuracy and effort is with Agency.

Some jurisdictions do not allow the disclaimer of implied warranties. In such jurisdictions, the foregoing disclaimers may not apply to Agency insofar as they relate to implied warranties. In those jurisdictions Lexipol shall use its best efforts, including industry standards of care, to insure satisfactory quality, performance and accuracy.

XI. NON-WAIVER AND SEVERABILITY

Lexipol's failure to exercise any right or provision of this Agreement shall not constitute a waiver of such right or provision. If a court of competent jurisdiction holds any provision of this Agreement to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and agree that the other provisions of this Agreement remain in full force and effect.

XII. POLICY ADOPTION

The Agency hereby agrees and certifies that any and all policies developed and provided by LEXIPOL LLC and its agents, employees and representatives have been individually reviewed, customized and adopted for the exclusive use of the AGENCY. It is further acknowledged and agreed that LEXIPOL LLC and its agents, employees and representatives shall not be considered "policy makers" in any legal or other sense and that, upon acceptance of the policy manual(s) and execution of this Agreement, the chief executive of the AGENCY for all purposes be considered the "policy maker" with regard to each and every policy contained in said manual.

XIII. TERMINATION

This Subscription Agreement may be terminated at the annual anniversary date of the subscription period by written notice to the other party at least 30 days preceding the subscription anniversary date.

Agency is purchasing the following service(s):

POLICY SUBSCRIPTIONS:	
Law Enforcement Policy Manual	<input type="checkbox"/>
Custody Policy Manual	<input type="checkbox"/>
Fire Policy Manual	<input type="checkbox"/>

TRAINING SUBSCRIPTIONS:	
Daily Training Bulletins (DTB)	<input type="checkbox"/>
National Daily Training Bulletins (NDTB)	<input type="checkbox"/>
Custody Daily Training Bulletins (CDTB)	<input type="checkbox"/>
Fire Daily Training Bulletins (FDTB)	<input type="checkbox"/>

Please complete all fields and place N/A where applicable.

(Chief/Sheriff Name)	(Title)	(Chief/Sheriff Email)	(Chief/Sheriff Direct Phone)

(Custody Facility Manager Name)	(Title)	(Custody Fac. Mgr Email)	(Custody Fac. Mgr Direct Phone)

(Name of Agency as you want it to appear on the manual)

(Agency Street Address)	(City)	(State)	(Zip Code)	(County)

(Custody Street Address – If different)	(City)	(State)	(Zip Code)	(County)

(Billing Address if different from above)	(City)	(State)	(Zip Code)

(Agency Phone)	(Fax)	(Email)

(Risk Management Group / Insurance Pool)	(Accreditation Agency)

(No. of Authorized Sworn Officers)	(If Custody – No. of Beds)	(Agency Fiscal Year End)	(Agency Website)

(Policy Primary user full Name)	(Title)	(Policy Primary User Phone)	(Policy Primary User Email)

(Custody Primary user full Name)	(Title)	(Custody Primary User Phone)	(Custody Primary User Email)

(Policy Unique User ID number for system access; 2-5 digits i.e. (badge number, employee number)

(Custody Unique User ID number for system access; 2-5 digits i.e. (badge number, employee number)

The subscription agreement is authorized and approved by:

(Name of Authorized Signer)	(Title)	(Email, Authorized Signer)	(Phone, Authorized Signer)

Authorized Agency Signature	Date

Please return all four (4) pages via fax, email or send to:
Fax: (949) 484-4443 - **Email:** contracts@lexipol.com
Send: Lexipol LLC, 6B Liberty, Suite 200, Aliso Viejo, CA 92656