

# CULVER CITY POLICE

## TRAINING INFORMATION

DATE: January 8, 2024

NO: 2024-02

### LEXIPOL User Acknowledgements

#### Purpose

This Training Bulletin was created to notify all department personnel of new “User Acknowledgement” requirements in LEXIPOL.

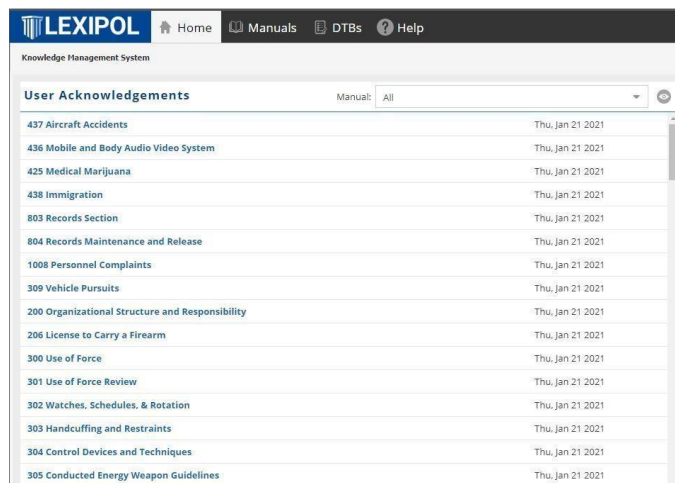
#### Background:

“User Acknowledgement” has always existed in LEXIPOL, and many personnel have used it sporadically. However, going forward, each department policy shall be reviewed and acknowledged by all department personnel using the following procedure (refer to section 105.6 *Revisions to Policies* for details):

Login to LEXIPOL; <https://policy.lexipol.com/agency/login>

- Your user ID is firstname.lastname
- Passwords can be easily reset using the “Forgot Password” link.

Your “dashboard” should have all unreviewed policies stacked to the left side of the page:

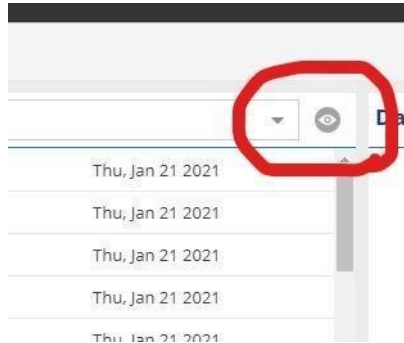


The screenshot shows the LEXIPOL Knowledge Management System interface. At the top, there is a navigation bar with 'LEXIPOL', 'Home', 'Manuals', 'DTBs', and 'Help'. Below this, the main content area is titled 'User Acknowledgements' and includes a 'Manuals' dropdown menu set to 'All'. A list of policies is displayed, each with a number and title, and a date indicating when it was last reviewed. The policies listed are:

Policy Number	Policy Title	Last Reviewed
437	Aircraft Accidents	Thu, Jan 21 2021
436	Mobile and Body Audio Video System	Thu, Jan 21 2021
425	Medical Marijuana	Thu, Jan 21 2021
438	Immigration	Thu, Jan 21 2021
803	Records Section	Thu, Jan 21 2021
804	Records Maintenance and Release	Thu, Jan 21 2021
1008	Personnel Complaints	Thu, Jan 21 2021
309	Vehicle Pursuits	Thu, Jan 21 2021
200	Organizational Structure and Responsibility	Thu, Jan 21 2021
206	License to Carry a Firearm	Thu, Jan 21 2021
300	Use of Force	Thu, Jan 21 2021
301	Use of Force Review	Thu, Jan 21 2021
302	Watches, Schedules, & Rotation	Thu, Jan 21 2021
303	Handcuffing and Restraints	Thu, Jan 21 2021
304	Control Devices and Techniques	Thu, Jan 21 2021
305	Conducted Energy Weapon Guidelines	Thu, Jan 21 2021

Click and open each policy to review its contents and/or revisions.

Policies may be acknowledged individually as they are reviewed. However, employees may also elect to use the “**Acknowledge ALL**” tab located in the top right corner of the field:



If employees elect to use the “Acknowledge ALL” option, you will be required to read and acknowledge the following disclaimer:

**“I understand that it is my responsibility to review, become familiar with and comply with all the provisions of these new or updated policies. I further understand that, if I have questions about or do not fully understand any portion of these policies, it is my responsibility to seek clarification from my supervisor. I hereby acknowledge that I have received, read and understand these policies.”**

If there are any questions or issues with LEXIPOL (e.g. login or other technical problems), bring them to the attention of your immediate supervisor.

Thank you.

*Troy Dunlap*

Troy Dunlap  
Assistant Chief of Police