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.
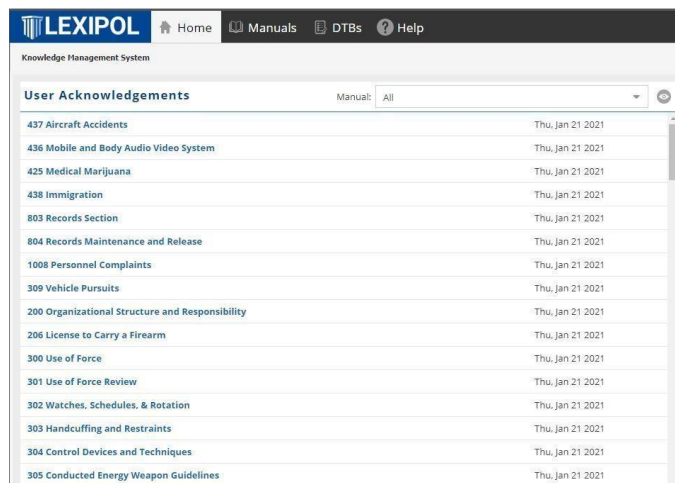
Background:

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

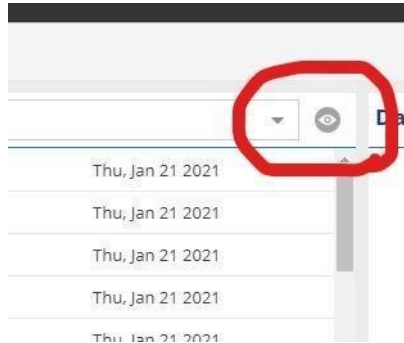Your "dashboard" should have all unreviewed policies stacked to the left side of the page:

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 "**<u>Acknowledge ALL</u>**" 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:

> **<u>"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."</u>**

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