



AGENDA STAFF REPORT

Control: 26001631

MEETING DATE: 09/15/2026
LEGAL ENTITY TAKING ACTION: Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S): All Districts
SUBMITTING AGENCY/DEPARTMENT: Sheriff-Coroner
DEPARTMENT CONTACT PERSON(S): Brian Wayt, 714-647-1803
Dave Fontneau, 714-704-7919

SUBJECT: Approve Amendment Number Three with Lexipol, LLC for Online Policy Subscription

CEO CONCUR

Concur

COUNTY COUNSEL REVIEW

Approve agreement to form

CLERK OF THE BOARD

DISCUSSION

3 Votes Board Majority

Budgeted: Yes

Current Year Cost: \$17,891

Annual Cost: N/A

Staffing Impact: No

Sole Source: Yes

Current Fiscal Year

Funding Source: State (Proposition
172): 100%

**County Audit in Last 3
years:** No

Revenue: N/A

Levine Act Review

Completed? Yes

Prior Board Action: 2/10/2026 #7; 3/11/2025 #7; 2/28/2023 #18

RECOMMENDED ACTION(S):

Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Three to the contract with Lexipol, LLC for Online Annual Policy Manual Development Subscription and add Supplemental Publication Services and a one-time content migration service to increase funding by \$17,891, for a new cumulative total not to exceed \$402,063, effective upon Board of Supervisors approval through March 14, 2027.

SUMMARY:

Approval of Amendment Number Three to add Supplemental Publication Services and a one-time content migration service to the sole source contract with Lexipol, LLC will allow the Sheriff-Coroner Department to continue to contract for online annual subscription to policy manuals and training courses for staff members.

BACKGROUND INFORMATION:

The Sheriff-Coroner Department (Sheriff) contracts with Lexipol, LLC (Lexipol) for its online Department policy manual and training course. Lexipol provides continuous updates to its manual and trainings based on new laws, case law, and best practices. Lexipol provides policy guidance and recommendations based on the latest California laws and regulations.

The following table details the recent contract history with Lexipol for online annual policy manual development subscription.

Board of Supervisors (Board) Approved	Amendment Number or Contract	Contract Term	Contract Amount	Comments
2/28/23	Contract	3/15/23 - 3/14/26	\$175,743	New contract approved by the Board.
3/11/25	One	3/15/23 - 3/14/26	\$41,675	Amendment Number One to add General Terms and Conditions, to add the Technology Division for notices and deliveries and to increase the contract amount by \$41,675 was approved by the Board.
2/10/26	Two	3/15/26 – 3/14/27	\$166,754	Amendment Number Two to renew the original contract was approved by the Board.

This is a sole source contract. Lexipol is the only known vendor that provides web-based public safety policy manual systems capable of providing both policy updates and daily training bulletins. Lexipol has been providing online annual policy manual development subscription services including constant updating and 24 hours a day, seven days per week availability by contract since March 2011.

It is important to clarify that the utilization of Lexipol does not bind Sheriff to the stock policies provided within the system. Instead, Lexipol serves as a tool to facilitate policy management and accessibility. Sheriff maintains full autonomy over the development and implementation of its policies.

All policies published and implemented by the Sheriff are independently developed and customized through the Sheriff's established policy governance process. This process includes a substantive review of the stock Lexipol language, incorporation of applicable legal standards and best practices by subject matter experts, review by the Office of Independent Review, County Counsel, executive-level evaluation, and final approval by the Sheriff. No policy is adopted or implemented without undergoing this internal review and approval process, and the Sheriff retains full autonomy and final authority over the content, implementation, and enforcement of all Department policies.

Sheriff now requests Board approve Amendment Number Three to modify the sole source contract with Lexipol for Online Annual Policy Manual Development Subscription to add Supplemental Publication Services (SPS), a one-time content migration service and to increase funding by \$17,891, for a new cumulative total not to exceed \$402,063, effective upon Board of Supervisors approval through March 14, 2027, as noted in the Recommended Action. The proposed amendment will add the SPS module. The one-time content migration will reorganize Sheriff's existing agency-specific content into SPS, allowing Sheriff to manage the Department's various policy manuals separately rather than housing everything within the

Knowledge Management System (KMS). This will provide a more organized way to manage division-specific policies, procedures, general orders, field guides, and training manuals while continuing to use KMS for the Department's primary Lexipol policy manual and policy updates.

The Contractor's performance has been confirmed as satisfactory. Sheriff has verified that there are no concerns that must be addressed with respect to contractor's ownership/name, litigation status or conflicts with County interests. This Amendment Number Three does not currently include subcontractors or pass through to other providers. See Attachment B for the Contract Summary Form. The Orange County Preference Policy is not applicable to this sole source contract amendment.

FINANCIAL IMPACT:

Appropriations for this contract are included in the Sheriff-Coroner Department's FY 2026-27 budget for Budget Control 060. The contract is contingent upon funding availability. In the event funding is reduced or terminated, the County may renegotiate the level of services and/or terminate the contract, as necessary.

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A - Amendment Number Three to Contract MA-060-23010522

Attachment B - Contract Summary Form