

**Law Enforcement Risk Management Services Proposal**  
**Road and Jail Policy, Procedures, Training, and Risk Management Services**

This Agreement, made and entered into this 7th day of July, 2025, by and between the **Galveston County and Galveston County Sheriff's Office, Galveston, TX** (hereinafter "County and GCSO"), 601 54<sup>th</sup> St, Galveston, TX, and the **Law Enforcement Risk Management Group, INC dba Legal and Liability Risk Management Institute** (hereinafter "LLRMI"), 700 N. Carr Road, #595, Plainfield, IN 46168 for LLRMI to provide the **County or GCSO** law enforcement and Jail policies and procedures, and consulting as described herein.

1. **TERM.** The term of this Agreement shall be July 1, 2025, through December 31, 2025.
2. **SERVICES PROVIDED.** LLRMI agrees to provide Law Enforcement, Jail policies, and procedures as follows:
  - A. Law Enforcement Road and Jail policies and procedures in cooperation with the County and GCSO. LLRMI shall maintain comprehensive Road and Jail Operations Policies and Procedures, as well as Consulting Services with the County or GCSO, as directed by the County or GCSO.
  - B. Policy development will be developed using.
    1. Texas State Law
    2. Fifth District Court of Appeals Decisions
    3. Supreme Court Decisions
    4. Texas Association of Chiefs of Police Certification
    5. Department of Justice Best Practices
    6. American Jail Association (AJA) Recommendations
    7. American Correction Association (ACA) Recommendations
    8. Texas Commission on Jail Standards

**COMPENSATION.** In consideration of all the provisions and stipulations of this Agreement, the County and GCSO agree to remit service fees as follows:

- A. \$12,500.00, Galveston Agency-specific Road Operation policies and procedures and consulting services.
  - B. \$12,500.00, Galveston County Agency-specific Jail Operation Policies and Procedures
3. **OWNERSHIP.** LLRMI acknowledges and agrees that the material delivered to the County or GCSO relating to road and jail operations policies and procedures and all resulting work products and data provided under this Agreement shall be the exclusive property of the County and GCSO.

**4. CONFIDENTIAL INFORMATION.**

A. Each party to this Agreement acknowledges that it may be exposed to confidential and proprietary information belonging to the other party or relating to its affairs, including but not limited to the County or GCSO member information, litigation strategies, financial information, product or service information, and other materials expressly designated or marked as confidential (hereinafter "Confidential Information"). Confidential Information does not include:

- i. Information already known or independently developed by the recipient.
- ii. Information in the public domain through no wrongful act of the party or
- iii. Information received by a party from a third party who was free to disclose it.

B. Each party agrees that during the term of this Agreement and all times thereafter, it shall not use, commercialize, or disclose the other party's confidential Information to any person or entity except its employees needing to know. Each party shall use at least the same degree of care in safeguarding the other party's confidential information as it protects its confidential information, but in no event shall a party use less than due diligence and care.

5. **USE OF LERMG NAME.** The parties agree that the LLRMI name may be used in Policy-related materials supporting the services provided under this Agreement.

6. **INDEPENDENT CONTRACTOR.** While performing services here, LLRMI is an independent contractor and not an employee or agent of the County or GCSO. LLRMI agrees that this Agreement shall not constitute a partnership or employment relationship, and neither LLRMI nor its employees are entitled to any benefits provided by the County or GCSO. Additionally, LLRMI and its employees are prohibited from acting as agents, employees, directors, or partners of the County or GCSO. This Agreement does not establish any joint venture between the parties.

7. **MODIFICATION AND ASSIGNMENT.** This Agreement may be modified only by subsequent written agreement of the parties. Neither party may assign performance of this Agreement.

8. **TERMINATION.** Either party may terminate this Agreement upon thirty (30) days written notice to the addresses listed in this Agreement. It may be terminated by the County or GCSO for cause at any time, with or without notice.

**9. INSURANCE REQUIREMENTS.**

**A. General Liability Insurance:**

LLRMI shall maintain occurrence-based commercial general liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000.00) for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit. Such insurance shall add the County and the GCSO as additional insureds.

**B. Business Automobile Liability Insurance:**

LLRMI shall maintain business automobile liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000.00) for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

**C. Workers' Compensation Insurance:**

LLRMI shall maintain workers' compensation and employers' liability insurance as required by Texas law.

**D. LLRMI shall furnish the County and GCSO with properly executed Certificates of Insurance that clearly evidence all insurance required under this Agreement. In the event of a substantial change in insurance, issuance of a new policy, cancellation, or nonrenewal of a policy, LLRMI agrees to provide immediate NOTICE to the County and GCSO and provide new Certificate(s) of Insurance showing continuous coverage in the amounts required. LLRMI shall furnish copies of insurance policies if requested by the County or GCSO.**

**10. HOLD HARMLESS AND INDEMNIFICATION.** LERMG agrees to hold harmless and indemnify the County and GCSO, their officers, agents, and employees from all actions, suits, damages, liabilities, or other proceedings that may arise from the performance of services hereunder. This section does not require LLRMI to be responsible for or defend against claims or damages arising solely from errors or omissions of LLRMI, its officers, agents, and employees.

**11. COMPLIANCE.** LLRMI shall comply with all applicable federal, state, and local laws, regulations, ordinances, guidelines, permits, and requirements related to services under the Agreement and shall be solely responsible for obtaining and maintaining current information on such requirements.

**12. CONTROLLING LAW.** Except as otherwise provided, this Agreement shall be governed by and construed under the laws of the State of Texas.

13. **SEVERABILITY.** If any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision herein.

14. **NOTICES.** Any communication or Notice under this Agreement shall be given in writing to the following designees:

LGRMS: Galveston County and Galveston County Sheriff's Office (TX)  
601 54<sup>th</sup> Street  
Galveston, TX 77551

LERMG: Law Enforcement Risk Management Group  
Attn: Jim Alsup  
700 N. Carr Road, #595  
Plainfield, IN 46168

16. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement; no collateral, oral, or other agreement is outstanding. Any change or addendum to this Agreement must be in writing and signed by both LLRMI, County Judge and GCSO. No provision of this Agreement, should any be deemed unenforceable, shall in any way change any other provision of the Agreement.

GCSO:


By:   
GCSO

Date: July 7, 2025

BY:   
County Judge

Date: July 7, 2025

LLRMI:

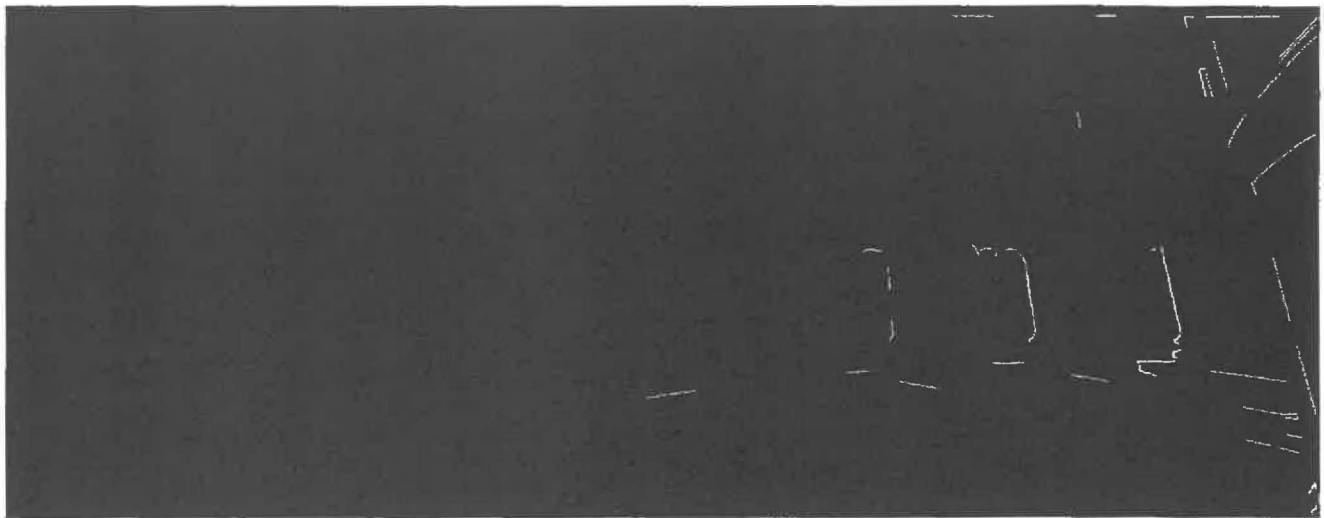
By:   
Jim Alsup, Director

Date: 6/17/2025





## SOLUTIONS PROPOSAL



**PREPARED FOR:**

Galveston County Sheriff's Office  
Major Ray Nolen  
ray.nolen@co.galveston.tx.us  
(409) 766-2305

**PREPARED BY:**

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## Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, state and federal accreditation, training, mental and physical wellness and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

### **THE LEXIPOL ADVANTAGE**

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, accreditation, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 440 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, achieve accreditation, develop training or wellness content, or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with Galveston County Sheriff's Office to address your unique challenges.

## Scope of Services

### **Policy Manual**

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

### **Daily Training Bulletins (DTBs)**

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

### **Policy Updates**

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

### **Web-Based Delivery Platform and Mobile App (Knowledge Management System)**

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

### **Reports**

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

### **Supplemental Publication Service**

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

### **Accreditation Workbench - Basic**

Managing the agency accreditation process is a complex task that requires intimate knowledge of policy and extreme attention to detail. Lexipol's Accreditation Workbench Basic provides your agency's Accreditation Manager access to content that significantly reduce the time and effort required to successfully prepare for and execute an accreditation assessment.

- Current standards for supported accreditation programs are preloaded and viewable
- Lexipol policies are pre-tagged to many applicable standards and your Accreditation Manager can easily add or modify tagging to meet your specific program needs

#### **Law Enforcement Operations Procedures**

To ensure consistent, effective and safe operations, a law enforcement agency's procedures should align with its policies and be accessible in an easy-to-understand format. Lexipol's Law Enforcement Procedure Guide and Framework, based on national best practices, gives you the guidance and a template to build such a procedure manual.

- More than 40 procedure guides designed to help you ensure your procedures follow important policy requirements and national best practices
- Each procedure provides an editable template to conveniently author new content and merge existing agency content
- Procedures are aligned with Lexipol policy requirements to address the most important operations of a law enforcement agency
- Well-structured and policy-aligned procedures enhance preparation for accreditation assessments

#### **Agency-Specific Content Extraction**

This service is perfect for agencies that wish to populate one or more Supplemental Publication Service (SPS) manuals with their existing content. We'll do the heavy lifting of incorporating your agency's supplemental content (procedures, guidelines, general orders, training guide or a secondary policy manual) into the SPS. Access to an electronic copy of your existing content and a subscription to the Supplemental Publication Service (SPS) is required.

- Data entry of agency procedures or supplemental content into Lexipol's Knowledge Management System (KMS). Note: Lexipol reserves the right to limit the amount of content being imported into the SPS.
- Consistent, professional formatting for your agency's policy-related content
- Hyperlink related content for enhanced end-user experience

#### **Standard Policy Cross-Reference**

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report

#### **Implementation Policy Tier I: High-Risk Policies**

Benefit from our proven, systematic approach to implementing policies. Tier I represents about 20% of the manual, including foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

#### **Implementation Policy Tier II: High-Liability Policies**

Benefit from our proven, systematic approach to implementing policies. Tier II represents about 20% of the manual, including policies that relate to common day-to-day calls for service that have a higher level of potential liability. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

#### **Implementation Policy Tier III: Daily Operations Policies**

Benefit from our proven, systematic approach to implementing policies. Tier III represents about 20% of the manual, including policies needed for orderly daily operations of your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

#### **Implementation Policy Tier IV: Defensibility Policies**

Benefit from our proven, systematic approach to implementing policies. Tier IV represents about 20% of the manual, including policies essential to agency and agency member defensibility, including civil liability-related topics. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

**Implementation Policy Tier V: Operational Consistency Policies**

Benefit from our proven, systematic approach to implementing policies. Tier V represents about 20% of the manual, including policies needed to ensure operational consistency across your organization. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

# Proposal

Prepared By: Jean Farmer  
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Email: jfarmer@lexipol.com

Quote #: Q-56022-1  
Date: 2/24/2023  
Valid Through: 5/25/2023

## Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

### Lexipol LE Policy Subscription

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/ Procedures (12 Months)	USD 47,473.00	5%	USD 2,373.65	USD 45,099.35
1	Law Enforcement Accreditation Workbench Basic (12 Months)	USD 0.00	5%	USD 0.00	USD 0.00
	<b>Subscription Line Items Total</b>			<b>USD 2,373.65</b>	<b>USD 45,099.35</b>
				<b>USD 2,373.65</b>	<b>USD 45,099.35</b>
<b>Lexipol LE Policy Subscription Discount:</b>					<b>USD 2,373.65</b>
<b>Lexipol LE Policy Subscription TOTAL:</b>					<b>USD 45,099.35</b>

### LE Policy Implementation Project

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Law Enforcement Standard Policy Cross-Reference	USD 4,470.00	5%	USD 223.50	USD 4,246.50
1	Law Enforcement Agency-Specific Content Extraction	USD 4,360.00	5%	USD 218.00	USD 4,142.00
1	Law Enforcement Tier I Implementation & Tier II Implementation & Tier III Implementation & Tier IV Implementation & Tier V Implementation	USD 51,606.00	5%	USD 2,580.30	USD 49,025.70



QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
	<b>One-Time Line Items Total</b>			<b>USD 3,021.80</b>	<b>USD 57,414.20</b>
				<b>USD 3,021.80</b>	<b>USD 57,414.20</b>
<b>LE Policy Implementation Project Discount:</b>					USD 3,021.80
<b>LE Policy Implementation Project TOTAL:</b>					<b>USD 57,414.20</b>

#### Lexipol Custody Policy Subscription

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Custody Policy Manual & Daily Training Bulletins w/Supplemental Publication Service (12 Months)	USD 56,560.00	5%	USD 2,828.00	USD 53,732.00
	<b>Subscription Line Items Total</b>			<b>USD 2,828.00</b>	<b>USD 53,732.00</b>
				<b>USD 2,828.00</b>	<b>USD 53,732.00</b>
<b>Lexipol Custody Policy Subscription Discount:</b>					USD 2,828.00
<b>Lexipol Custody Policy Subscription TOTAL:</b>					<b>USD 53,732.00</b>

#### Custody Policy Implementation Project

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Corrections Standard Policy Cross-Reference	USD 4,470.00	5%	USD 223.50	USD 4,246.50
1	Corrections Agency-Specific Content Extraction	USD 4,360.00	5%	USD 218.00	USD 4,142.00
1	Corrections Tier I Implementation & Tier II Implementation & Tier III Implementation & Tier IV Implementation & Tier V Implementation	USD 58,900.00	5%	USD 2,945.00	USD 55,955.00
	<b>One-Time Line Items Total</b>			<b>USD 3,386.50</b>	<b>USD 64,343.50</b>
				<b>USD 3,386.50</b>	<b>USD 64,343.50</b>
<b>Custody Policy Implementation Project Discount:</b>					USD 3,386.50
<b>Custody Policy Implementation Project TOTAL:</b>					<b>USD 64,343.50</b>

\*Law Enforcement pricing is based on 218 Law Enforcement Sworn Officers. Custody pricing is based on 950 Custody Beds. Cross Reference Professional Services pricing is based on 350 pages.

**Discount Notes**  
5% Sourcewell Cooperative

**PROPOSAL FOR SERVICES  
POLICE CONSULTANT SERVICES**

FOR THE

**GALVESTON TX  
COUNTY SHERIFFS  
OFFICE**

**2025**



**DLG**  
**DAIGLE LAW GROUP, LLC**

**PROPOSAL PRESENTED BY  
ERIC P. DAIGLE, ESQ.**

**DAIGLE LAW GROUP, LLC  
960 S MAIN STREET PLANTSVILLE CT 06479  
(860) 270-0060  
[WWW.DAIGLELAWGROUP.COM](http://WWW.DAIGLELAWGROUP.COM)**



## **Proposal for Services**

# **POLICE CONSULTANT SERVICES**

### **A. DLG Consulting Services**

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Daigle Law Group, LLC, Attorney Eric P. Daigle submits a proposal for Police Consulting Services for the Galveston TX County Sheriff's Office. The Daigle Law Group, LLC (hereinafter "DLG"), incorporated in the State of Connecticut, is a law firm that takes immense pride in providing our clients with specialized, focused representation. We provide police practices consultation to law enforcement agencies across the country in operational liability, with an emphasis on policies, operations, and investigations. DLG focuses on law enforcement best practices, specifically in the areas of policy development, training, investigation, and operations.

#### **Introduction:**

A Sheriff's Office's policies and procedures provide the agency with core liability protection. Policies that are comprehensive and current are the backbone of effective and constitutional policing. It is not enough, however, to simply have sound policies. Officers must be trained on the policies, supervisors must hold officers accountable, and, when the policies are violated, a sound disciplinary process should be engaged.

A Sheriff's Office's policies and procedures reflect and express the agency's core values and priorities, while providing clear directions to ensure that officers lawfully, effectively, and ethically fulfill their law enforcement responsibilities. Daigle Law Group, LLC developed the DLG Policy Center to meet the increasing need of Sheriff's Offices across the United States. We are dedicated to working with Sheriff's Offices to develop sound, effective policies based on constitutional accreditation standards. Daigle Law Group operates under a philosophy that every Sheriff's Office is unique in its operation and structure. We work with Sheriff's Offices to mold proper standards into the operation and structure of the individual agency. Our clients range in size from small to large departments, each with unique challenges.

Law enforcement operational standards dictate that Sheriff's Offices develop and maintain sound and proper policies and procedures. Utilizing the expertise of Attorney Eric Daigle and a team of experts in law enforcement operations, we collaborate with clients to analyze the risks associated with their current policies. Through a process of examination and analysis, we identify areas of risk and work to develop sound policies based on the principles of common law enforcement standards. We encourage members of the department, who are the subject matter experts, to be involved in every aspect of the process to ensure not only that the policies are sound, but that personnel understand and have confidence in them. We can review and revise individual department policies or conduct a complete policy manual review and revision. The Daigle Law Group is committed to working with the command staff of any Sheriff's Office to ensure that its policies meet the standards of effective and constitutional policing.

## Proposal for Services

# POLICE CONSULTANT SERVICES

### **B. Scope of Police Practices Consultant Services**

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As a Police Practices Consultant, Attorney Daigle provides resources and guidance to law enforcement organizations and management in multiple areas of law enforcement operation. Daigle Law Group, LLC is dedicated to forming a partnership with the management of the Galveston County Sheriff's Office and the County to identify and maintain a proper standard of law enforcement operation.

Daigle Law Group, LLC, through its principal Attorney Daigle provides the following proposed approaches, capabilities, and experiences in the following areas:

#### **1. Department Policy and Procedure Development**

Attorney Daigle has extensive experience in developing, implementing, and maintaining law enforcement policies, which meet local and national accreditation standards, while also ensuring each law enforcement organization complies with constitutional policing standards.



##### **a. Approach**

Through our process, Sheriff's Offices are encouraged to mold the policy standards into their unique operational structure and practice. The process begins with an analysis of the department's current policies and procedures to identify a blueprint for success. Our consultants will work with the department, utilizing input from various department resources, to produce a model set of policies for consideration. We will then work with the department to modify the policies to meet the operational needs of the agency without undermining liability protections. Once complete, we will assist the department in providing training on the updated policies and maintaining effective updates on the policies.

DLG proposes the following methodology and dissemination process for development of policies. The process of policy development for the proposed options will maintain the same methodology.

1. DLG will review and analyze the current policy and procedure manual in operation at the Galveston County Sheriff's Office.
2. DLG will utilize its model policies that meet the national standards including legal standards, Consent Decree and review of national accreditation standards in the form of model Policies and common police practices.

## Proposal for Services

### POLICE CONSULTANT SERVICES

3. Utilizing subject matter experts and legal counsel, the policies will be developed to meet Iowa law, court rulings, and state statutes.
4. The draft policies will be provided to the Galveston County Sheriff's Office for review and approval.
5. A word version of the sample policies will be provided to the Galveston County Sheriff's Office with guidance and instructions for final development and implementation. This must occur with an accountability mechanism to ensure that the version provided can be proven later if litigation occurs. The DLG Policy Center only uses PowerDMS as our document management software and an initial subscription will be purchased with this project.
6. After initial dissemination, a maintenance option will be provided for continuous evaluation of the policies and procedures based on Appellate and Supreme Court rulings, State Statutes, risk management practices and current law enforcement incidents.

We believe that every law enforcement agency is unique. Therefore, it has long been the DLG methodology that if you only provide an agency with a set of model policies, and nothing more, you will only put a Band-Aid on future liability issues. The reason is that law enforcement agencies with limited skills and knowledge set may not properly implement the liability protector.

#### **b. Capabilities and Experience**

Attorney Daigle and the DLG Policy Center, a division of Daigle Law Group, LLC, currently works with multiple departments around the Country and in Connecticut to review, revise, and develop new department policies. Attorney Daigle and the Consultants have worked on projects with agencies under Federal and State Consent Decrees to revise and implement new policies, which govern high liability and high frequency incidents. Attorney Daigle currently works with multiple Sheriff's Offices and Police Departments to develop and implement policy and improve their operational management, including: Sedgwick County Sheriff's Office, Allen County Sheriff's Office, Will County Sheriff's Office, Yale University Police Department, New Milford Connecticut Police Department, Middletown Connecticut Police Department, Westport Police Department, Greenville South Carolina Police Department, Lavonia Michigan Police Department, Niagara Falls New York Police Department, Puerto Rico Police, Anchorage Alaska Police Department, and Wichita Kansas Police Department.

## Proposal for Services

# POLICE CONSULTANT SERVICES

### c. Timetables

Prior experience with full policy manual revisions has shown that a minimum of twelve (12) to eighteen (18) months is necessary to achieve completion. This figure incorporates the time necessary for both the Galveston County Sheriff's Office and the consultants to find the best fit for the department, while maintaining the appropriate level of police practices. Additional time may be required, however, if issues such as union objections or legal oversight processes delay the process.

This project will be completed in stages. Stage one will include reviewing the current policies of the Galveston County Sheriff's Office, re-organizing and structuring policy index and developing (new) Galveston County Sheriff's Office policies using the DLG Model Policies. The Galveston County Sheriff's Office will take delivery of approximately 194 developed policies for the Jail/Detention division and 140 policies for the Law Enforcement division for their review. An Index of the anticipated policies can be found in Attachment A to this proposal. Stage two will include editing and finalizing the policies and Stage three will be meeting accreditation standards,

### d. Price

Prices for these services are detailed in Section C below.

## 2. General Police Practices Consulting Services

### a. Approach

Attorney Daigle and his consultants have extensive experience working with departments as police practices consultants. The scope of this advisement includes:

- Meet the requirements of the Texas / CALEA Accreditation
- Revising, developing, implementing, and maintaining policies and training required by common police practices standards;
- Providing recommendations and guidance to implement and meet the standards of common police practices and Consent Decree requirements;
- Monitoring the department's field procedures and operations to assure implementation and compliance with common police practices and Consent Decree requirements, to include review of Internal Affairs investigations, use of force investigations, and stop and frisk standards;
- Collaborating with the Sheriff and department members to develop, update, and change operational standards; and
- Participating in the review of high liability field situations, including those involving

## Proposal for Services

### POLICE CONSULTANT SERVICES

the use of force and deadly force incidents.

#### **b. Capabilities and Experience**

Attorney Daigle has extensive experience providing police practices consulting to Police Departments and Sheriff's Offices. These include work in Federal and State Consent Decrees and Operational Management Studies.

Our experience includes:

- Working as law enforcement officers and executives responsible for the development, implementation, management, and evaluation of policies and procedures;
- Providing expert assistance to a variety of law enforcement agencies on policing issues, including use of force policies, procedures and training, stop and detentions, community policing, complaint systems, disciplinary systems, investigations, and accountability mechanisms;
- Designing and implementing programs to correct systemic deficiencies in law enforcement and correction agencies;
- Addressing legal issues specific to law enforcement and corrections;
- Monitoring and consulting with departments in responding to crisis situations following police shootings and other significant uses of force, and making the difficult judgments about the propriety of particular uses of force;
- Assisting in investigations of cases involving alleged excessive use of force;
- Working with government officials, police unions, and community groups on a variety of policing issues;
- Working with the U.S. Department of Justice investigating law enforcement agencies with systemic civil rights violations;
- Participating in public policy and criminal justice research to assess the impact of management systems on police integrity and police use of force;
- Designing and implementing leadership development programs to ensure that supervisors have the tools, ability, and will uphold policies and procedures related to use of force and police integrity; and
- Compliance monitoring of law enforcement agencies.

#### **c. Price**

Police Practices Consulting will be conducted at an hourly rate. Prices for these services are detailed in Section C below.

## Proposal for Services

# POLICE CONSULTANT SERVICES

### C. Police Practices Consultant – Costs and Expenses

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The most difficult part of this proposal is identifying the costs associated with completion of the requested scope of service. DLG will provide an itemized monthly invoice detailing all services rendered.

#### 1. Policy Development:

The pricing for your manual is based on the multiple divisions that you have identified. The hour rate for Attorney Daigle and consultants will be \$225 dollars per hour. \*Based on our experience, the revision of a complete Policy Manual takes approximately 18-24 months, and we anticipate the cost to be **approximately \$60,000 for the Jail/Detention division and approximately \$60,000 for the Law Enforcement Division.**

\* Please note: the client understands this is only an estimate and could be *more or less* based upon the difficultness of the project and the hours necessary to complete the project.

#### 2. Police Practices Consulting:

Consulting services, including accreditation consulting, will be provided at the request of the Sheriff on an as needed project basis for a rate of \$225 dollars an hour.

### D. Consultant Qualifications

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DLG brings to bear a wide breadth of experience that will facilitate a high-quality evaluation and provide effective technical assistance to the Galveston County Sheriff's Office. Attorney Daigle and Attorney Race will serve as the points of contact between DLG and the Parties. In our experience, when assessing policy and procedure, working as a collaborative team yields the most positive results.

## Proposal for Services

# POLICE CONSULTANT SERVICES

### Eric P. Daigle:



Attorney Daigle is the principal and founder of Daigle Law Group, LLC, a firm that specializes in law enforcement operations, with an emphasis on management operational consulting services. His experience focuses on civil rights actions, including police misconduct litigation and employment actions. Mr. Daigle acts as legal advisor to police departments across the country, providing legal advice to law enforcement command staff and officers in the areas of legal liability, policy development, employment issues, use of force, laws of arrest and search and seizure. His experience focuses on internal affairs operations and use of force, specifically in the training, investigation, and supervision of force and deadly force incidents. Attorney Daigle speaks at seminars and conferences across the Country focusing on legal standards for effective and constitutional police operation.

He has served as a member of the Independent Monitoring Teams for Oakland CA and formally for Niagara Falls NY. He has worked with Law Enforcement Agencies who are under investigation of a Consent Decree by the Department of Justice Civil Rights Litigation Section. Attorney Daigle developed the DLG Policy Center which provides consulting services on policy development to departments across the Country.

Attorney Daigle is General Counsel for FBI- Law Enforcement Executive Development Association and a member of their instructor cadre teaching Supervisory Liability. He acts a General Counsel for National Internal Affairs Investigators Association (NIAIA) and FBI-National Academy Associated. He was the former Chair of the IACP Legal Officers Section and instructs at the IACP conference. Attorney Daigle is the Chairman of the Legal Section for the National Tactical Officers Association. He has completed the Force Science Institute Certification and Advanced Specialist training programs. He is a former member of the Connecticut State Police and now maintains his certification as a reserve officer.



## Proposal for Services

# POLICE CONSULTANT SERVICES

### Joseph A Race:



Joseph Race is an Associate Attorney with the Daigle Law Group and specializes in policy and accreditation issues. Mr. Race recently retired as a Captain of the Madison (CT) Police Department where he commanded the Administrative Division which included Internal Affairs, Training, Accreditation, Recruitment & Selection and Public Information. During his time in Madison, Mr. Race successfully led the Madison Police Department to dual CALEA Accreditation for Law Enforcement and Public Safety Communication as well as State of Connecticut Tier III Accreditation.

Mr. Race is actively involved in accreditation and currently serves as a CALEA Assessment Team Leader and is the current president of the Connecticut Police Accreditation Coalition (ConnPAC). Mr. Race previously served as a Prison Rape Elimination Act (PREA) auditor and has conducted numerous mock and onsite assessments for various accrediting organizations. Additionally, Mr. Race is a member of the Connecticut Police Officer Standards & Training Council (POSTC) Accreditation subcommittee and is actively involved in revising and updated the State of Connecticut Accreditation standards.

In addition to policy and accreditation issues, Mr. Race is a Connecticut Police Officer Standards & Training Council (POSTC) certified instructor in numerous subjects and is a Risk Management & Liability Mitigation instructor for the University of Louisville, Southern Police Institute, Command Officers Development Course (CODC).

Mr. Race is a graduate of Winona State University in Winona, Minnesota and the Quinnipiac University School Law in Hamden, Connecticut. Mr. Race is a practicing member of the Connecticut state bar as well as the U.S. District Court for the District of Connecticut. Mr. Race is a graduate of the Southern Police Institutes 76th Command Officers Development Course and the 270th Session of the FBI National Academy. Mr. Race is also proud United States Marine Corps veteran.



Proposal for Services

**POLICE CONSULTANT SERVICES**

ATTACHMENT A

**GALVESTON COUNTY SHERIFF'S  
OFFICE**

**POLICIES AND PROCEDURES**

**JAIL/DETENTION  
INDEX**

**CHAPTER 1 – DETENTION FACILITY**

<u>Section</u>	<u>Subject</u>
1.01	Mission Statement
1.02	Management Philosophy
1.03	Policy Manual
1.04	Facility Administrator (Warden)
1.05	Organizational Chart
1.06	Chain of Command
1.07	Annual Report
1.08	Internal Audits
1.09	Public/Press Relations
1.10	Budgets
1.11	Inventory
1.12	Personnel
1.13	Facility Operations
1.14	Code of Ethics
1.15	Confidentiality
1.16	Evaluations – Performance Appraisal
1.17	Active File Flow
1.18	Written Reports
1.19	Vehicles
1.20	Post Orders

## **Proposal for Services**

1.21	Supervision
1.22	Shift Coverage
1.23	Roll Call and Shift Change
1.24	Research and Management
1.25	Court Orders
1.26	Logs – Inmates Activity Log
1.27	Facility Smoking Policy
1.28	Facility Schedule
1.29	Facility Activity Frequency Schedule
1.30	Insurance Coverage
1.31	Drug Free Workplace
1.32	Employee Assistance Program
1.33	Facility Conditioning Program

## **CHAPTER 2 – DETENTION FACILITY - SUPPORT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
2.01	Facility Inspections
2.02	Facility Housekeeping
2.03	Facility Maintenance
2.04	Outside Services - Contractors
2.05	Trash Removal
2.06	Menu
2.07	Food Service
2.08	Alternative Inmate Meal Service
2.09	Food Preparation - Serving
2.10	Meal Schedules
2.11	Food Storage - Inventory
2.12	Food Service Sanitation - Hygiene
2.13	Deliveries
2.14	Utensil Storage & Equipment Use
2.15	Hunger Strikes
2.16	Alternative – Emergency Meal Plan
2.17	Medical Administration
2.18	Ectoparasite Control
2.19	Inmate Deaths
2.20	Notification – Next of Kin

## **Proposal for Services**

- 2.21 Notification – Local Authorities
- 2.22 Court Ordered Forensics
- 2.23 Sample Collection for Genetic Marker Indexing
- 2.24 Medical Disaster Plan
- 2.25 Medical Classification
- 2.26 Safety and Sanitation Inspections
- 2.27 Medical Personnel
- 2.28 Medical Training
- 2.29 First Aid Kits
- 2.30 Medical Supplies
- 2.31 Health Care Services Unit
- 2.32 Pharmaceuticals
- 2.33 Medical Screenings
- 2.34 Sick Call
- 2.35 Medical Philosophy
- 2.36 Infection Control – Disease Prevention – Hygiene
- 2.37 Respiratory Protection Program
- 2.38 Substance Abuse
- 2.39 Dental Services
- 2.40 Special Medical Concerns
- 2.41 Sexual Assault
- 2.42 Prison Rape Elimination Act
- 2.43 Mentally Ill Inmates
- 2.44 Medical Use of Restraints
- 2.45 Pregnancy-Prenatal
- 2.46 Medical Records
- 2.47 Medical Emergencies
- 2.48 Outside Hospitalization
- 2.49 Inmate Clothing
- 2.50 Personal Clothing – Court Clothing
- 2.51 Laundry Schedule - Procedures
- 2.52 Inmate Workers
- 2.53 Tender Housing
- 2.54 Tender Rules & Regulations

## Proposal for Services

### CHAPTER 3 – INMATE COUNTS / SECURITY CHECKS

<u>Section</u>	<u>Subject</u>
3.01	Inmate Counts – Security Checks
3.02	Lockdown
3.03	Shakedowns – Searches
3.04	Inmate Movement
3.05	Mass Movement
3.06	External Inmate Movement
3.07	Funeral Furlough Escort
3.08	Transports
3.09	Hostages
3.10	Evacuations
3.11	Fire Safety Alarms
3.12	Fire Equipment
3.13	Fire Exits – Drills
3.14	Fire Inspections
3.15	Fire Rated Material
3.16	Bomb Threats – Security Threats
3.17	Pod Procedures
3.18	Lockers
3.19	Restraints
3.20	Use of Force
3.21	Video Documentation
3.22	Contraband
3.23	In-Person Lineups
3.24	Communications
3.25	Weapons – Use & Storage
3.26	Metal Detectors
3.27	Visitor Identification Cards
3.28	Contractor-Construction Access
3.29	Tool Control
3.30	Key Control
3.31	Key Cards & Proximity Readers
3.32	Disturbances – Emergency Response Team Activation
3.33	Hazardous Materials

## Proposal for Services

3.34	Emergency Power
3.35	Security Breaches
3.36	Special Management Inmates
3.37	Escape
3.38	Inadvertent Release
3.39	Doors – Hallway Security
3.40	Inmate Identification
3.41	Suicide Watch – Prevention
3.42	Master Control
3.43	Work Stoppages
3.44	Inmate Rules
3.45	Inmate Discipline
3.46	Property Damage
3.47	Staff Movement
3.48	High Security Areas
3.49	Medical Emergencies – Injuries
3.50	Injured Staff

## CHAPTER 4 – INMATE SERVICES / PROGRAMS

<u>Section</u>	<u>Subject</u>
4.01	Services – Programs
4.02	Visitation
4.03	Facility Tours
4.04	Contact Visits
4.05	Clergy Visits
4.06	Attorney Visits
4.07	Law Enforcement Interviews - Temporary Custody
4.08	Legal Assistance to Inmates
4.09	Law Library
4.10	Commissary Funds - Procedures
4.11	Inmate Use of Phones
4.12	Inmate Hair Care
4.13	Inmate Mail – Correspondence
4.14	Inmate Records – Access to Records
4.15	Inmate Religious Services

## **Proposal for Services**

4.16	Inmate Marriages
4.17	Inmate Grievances
4.18	Educational Programs
4.19	Exercise – Leisure Programs
4.20	Counseling – Social Services
4.21	Volunteers
4.22	Inmate Library
4.23	Television - Videos
4.24	Inmate Rights

## **CHAPTER 5 – DETENTION FACILITY - INTAKE**

<b><u>Section</u></b>	<b><u>Subject</u></b>
5.01	Access to Facility
5.02	Parking
5.03	Admissions
5.04	Breath Alcohol Testing
5.05	Periodic Imprisonment
5.06	Weapons
5.07	Booking
5.08	Mass Arrests
5.09	Property Disposal – Storage
5.10	Inmate Funds
5.11	Inmate Searches
5.12	Identification Process
5.13	Bonds – Bail
5.14	Assignment to Housing
5.15	Classification
5.16	Orientation
5.17	Release from Custody
5.18	Victim Notification
5.19	Housing Prisoners from Other Jurisdictions
5.20	Transfer of Inmates to IDOC
5.21	Court Procedures
5.22	Video Court Appearances

## **Proposal for Services**

### **CHAPTER 6 – FIELD TRAINING OFFICER PROGRAM**

<b><u>Section</u></b>	<b><u>Subject</u></b>
6.01	Field Training Officer Program
6.02	Staff Training Program
6.03	Administration Training
6.04	Staff Training
6.05	Volunteer Training
6.06	Weapons – Use of Force Training
6.07	Part-Time Employees
6.08	Emergencies
6.09	Health Care Training
6.10	Clerical Staff Training
6.11	Support Staff

## **GALVESTON COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES LAW ENFORCEMENT INDEX**

### **CHAPTER 1 – DEPARTMENT ROLE AND AUTHORITY**

<b><u>Section</u></b>	<b><u>Subject</u></b>
1.01	Law Enforcement Function
1.02	Limits of Authority
1.03	Written Policy System
1.04	Jurisdiction and Mutual Aid
1.05	Harassment and Discrimination
1.06	Strip and Body Cavity Searches
1.07	Investigatory Stop Policy

## **Proposal for Services**

1.08 H.R. 218

1.09 Bias-Based Policing

### **CHAPTER 2 – ORGANIZATION AND MANAGEMENT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
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2.01	Department Organizational Structure
2.02	Goals and Objectives
2.03	Unity of Command/Span of Control
2.04	Authority and Management
2.05	General Management and Administration
2.06	Recording Police Officers
2.07	Line and Staff Inspections
2.08	Public Information – Media Relations
2.09	Uniform Standards and Dress Code
2.10	Reserve Police Officers
2.11	Fiscal Management

### **CHAPTER 3 – RULES OF CONDUCT**

<b><u>Section</u></b>	<b><u>Subject</u></b>
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3.01	Use of Force – General
3.02	Electronic Control Weapons
3.03	Chemical Agents
3.04	Impact Weapons
3.05	Reporting and Investigating Force
3.06	Pursuit Policy
3.07	Firearms Policy
3.08	Patrol Rifles
3.09	Canine Policy

### **CHAPTER 4 – DISCIPLINARY PROCEDURES**

<b><u>Section</u></b>	<b><u>Subject</u></b>
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4.01	Citizen Complaint
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## **Proposal for Services**

- 4.02 Investigation of Misconduct and Citizen Complaints
- 4.03 Disciplinary Policy
- 4.04 Off Duty Action Policy
- 4.05 Grievance Procedures
- 4.06 Employee Drug Testing Policy
- 4.07 Alcohol & Substance Abuse
- 4.08 Use of Medical Marijuana
- 4.09 Officer Involved Domestic Violence
- 4.10 Electronic Monitoring Policy

## **CHAPTER 5 – PATROL FUNCTIONS**

### **Section   Subject**

- 5.01 Patrol Administration
- 5.02 Vehicle Operations
- 5.03 Equipment
- 5.04 Lost or Missing Persons Complaint
- 5.05 Family Violence Investigations
- 5.06 Mentally Ill and Homeless Individuals
- 5.07 Arrest Processing
- 5.08 Traffic Accident Investigations
- 5.09 Traffic Enforcement
- 5.10 Securing Prisoners
- 5.11 Prisoner Transportation
- 5.12 Mobile Data Computers
- 5.13 Americans with Disabilities Act
- 5.14 Social Media
- 5.15 Report Writing
- 5.17 Intoxicated Individuals
- 5.18 Body Worn/Mobile Cameras
- 5.19 Transporting Civilians
- 5.20 Towing Motor Vehicles
- 5.21 Abandoned Motor Vehicles
- 5.22 Radio Procedures
- 5.23 Dignitaries and VIP Security

## **Proposal for Services**

### **CHAPTER 6 – FIELD TRAINING OFFICER PROGRAM**

<b><u>Section</u></b>	<b><u>Subject</u></b>
6.01	Criminal Investigation Administration
6.02	Criminal Investigation Operation
6.03	Collection of Evidence – Administration
6.04	Collection of Evidence – Operations
6.05	Property and Evidence Control
6.06	Youth Investigations
6.07	Sexual Assault Investigations
6.08	Confidential Informants
6.09	Eyewitness Identification
6.10	Child Abuse Investigation
6.11	School Resource Officer
6.12	Narcotics Investigations
6.13	Crime Prevention
6.14	Victim/ Witness Assistance – Administration
6.15	Victim/Witness Assistance – Operations
6.16	Death Notifications

### **CHAPTER 7 – SPECIAL OPERATIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
7.01	Special Response Team & Hostage Negotiations Team
7.02	Hazardous Devices
7.03	Unusual Occurrences
7.04	Crowd Management and Control
7.05	Critical Incident Management

## **Proposal for Services**

### **CHAPTER 8 – PERSONNEL**

<b><u>Section</u></b>	<b><u>Subject</u></b>
8.01	Recruitment
8.02	Selection
8.03	Promotion
8.04	Performance Evaluations
8.05	Pregnancy
8.06	FMLA policy
8.07	Military Leave
8.08	Line of Duty Deaths
8.09	Secondary Employment
8.10	Awards and Commendations
8.11	Time Cards
8.12	Scheduling
8.13	Workers Compensation
8.14	Part-Time and Auxiliary Officers

### **CHAPTER 9 - TRAINING AND SELECTIONS**

<b><u>Section</u></b>	<b><u>Subject</u></b>
9.01	Training – Administration
9.02	Academy Training
9.03	Training Instructors
9.04	Recruit Training
9.05	In-service, Roll Call, and Advanced Training
9.06	Civilian Training
9.07	Career Development

### **CHAPTER 10 – SUPPORT AND TECHNICAL SERVICES**

<b><u>Section</u></b>	<b><u>Subject</u></b>
10.01	Legal Process – Records
10.02	Legal Process – Criminal Process

### **Proposal for Services**

- 10.03 Communications – Administration
- 10.04 Communications – Procedures
- 10.05 Portable Radios
- 10.06 Dispatch Center and Operation
- 10.07 Logging Recorder
- 10.08 Records Management
- 10.09 Freedom of Information
- 10.10 Parking Tickets
- 10.11 Traffic Stop Statistics