

<b>Office of the Sheriff</b>	
<b>Terry L. Thompson</b>	
<b>Procedural Order</b>	

**To:** Sworn WCSO Staff

**From:** Undersheriff Kevin McLeod

**CC:**

**Date:** 29-January-2013

**Re:** Lexipol Daily Training Bulletins (DTB) #13-01

Lexipol’s Daily Training Bulletin service provides state-specific, ongoing and realistic training based on high-risk, low-frequency events. They help law enforcement personnel learn the content of their policy manual and the practical application of the policies.

There are 365 Daily Training Bulletins each year. Staff are expected to complete all DTBs. Staff will receive five (5) minutes of training credit for each DTB completed. No overtime will be paid for completing DTBs.

DTBs are accessed by logging onto the Lexipol system at <https://policy.lexipol.com>.

**Log in:** ut074-(employee id #)  
**Password:** 123 (You will need to log in and change your password if you have not already done so.)

After logging into the KMS system, staff can access DTBs using the following procedure:

1. Under *Options*, click on *Daily Training Bulletins*. If a DTB for the current month has been published by your agency, the DTBs will be listed. If the current month of DTBs has not been published, you will see a search screen where you must select year and month to view the DTBs.
2. Click on the date link under *DTB Day* to open the DTB.
3. Review the DTB, and when you are ready to read and answer the question, click *Next Page*. (You can always click *Back* to review the DTB again.)
4. On the second page you will see the Scenario and the Question. Also, if the DTB is linked to the Manual, the relevant, linked section(s) will be displayed at the bottom of the screen (if no link, “N/A” will be displayed.)
5. Answer the question and click *Submit Answer* to display a confirmation screen. If you answered correctly, click the *Continue* button. If you answered incorrectly, click *Change Answer* to go back to the DTB, review and answer again.  
**Note: KMS will only record your answer when answered correctly.**
6. Upon clicking the *Continue* button, you will be returned to the DTB list where you can answer another question if desired.
7. All DTBs with recorded answers will be grayed out – you can view them, but you cannot answer them again.