

## COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

**NOTICE**  
1.15

July 3, 2024

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Counter-Terrorism and Special Operations Bureau

**SUBJECT:** 2024 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES

Emergency Services Division (ESD) is responsible for reviewing and auditing Department Standing Plans and Continuity of Operations Plans. Standing Plans include procedures contained within the Emergency Operations Guide and the Department Manual concerning emergency control plans, single-use plans, and Area-specific response plans. Separate Continuity of Operations Plans are critical to ensuring that alternate worksites are prearranged and relocation procedures are in place. The Department's ability to respond and recover from any emergency incident is incumbent upon the ability to gather and organize critical information into a standardized format.

For the calendar year 2024, Standing Plans and Continuity of Operations Plans will be due each month as assigned. These plans shall be updated and maintained annually and Continuity of Operations Plans are stored as an addendum to the Standing Plans. One complete, unredacted hard copy along with an electronic copy (CD, flash drive, etc.) in Portable Document Format (PDF) shall be submitted to ESD by the due date indicated.

The Office of the Chief of Staff will initiate a project to ensure that their subordinate commands submit their completed plans via the appropriate chain of command and approval processes. Bureaus are reminded to maintain copies of their entities Standing Plans and Continuity of Operations Plans.

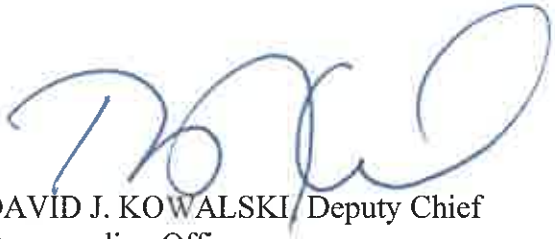
Area Standing Plans should be cross referenced with the Department Continuity of Operations Plans and a Badge Note should be submitted to the Commanding Officer, ESD identifying discrepancies and indicating which document should be modified.

All Commanding Officers

Page 2

1.15

If there are any questions regarding this Notice, please contact Captain Mario Mota, Commanding Officer, Emergency Services Division, at (323) 208-0166.

A handwritten signature in blue ink, appearing to read 'DK', with a large loop at the end.

DAVID J. KOWALSKI, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau

APPROVED:

A handwritten signature in black ink, appearing to read 'SA', with a large loop at the end.

T. SCOTT HARRELSON, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

**2024 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

ENTITY	DEADLINE TO ESD	DATE RECEIVED	Standing	COOP
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	9/27/2024			
POLICE COMMISSION/INSPECTOR GENERAL				
OFFICE OF THE CHIEF OF POLICE				
CHIEF OF STAFF				
PUBLIC COMMUNICATIONS GROUP				
MEDIA RELATIONS DIVISION				
COMMUNITY SAFETY PARTNERSHIP BUREAU				
EMPLOYEE RELATIONS GROUP				
OFFICE OF CONSTITUTIONAL POLICING AND POLICY	9/27/2024			
RISK MANAGEMENT AND LEGAL AFFAIRS GROUP				
AUDIT DIVISION				
DIVERSITY, EQUITY, & INCLUSION GROUP				
DIVERSITY, EQUITY, & INCLUSION DIVISION				
PROFESSIONAL STANDARDS BUREAU				
INTERNAL AFFAIRS DIV				
SPECIAL OPERATIONS DIVISION				
FORCE INVESTIGATION DIVISION				
OFFICE OF SUPPORT SERVICES	9/27/2024			
BEHAVIORAL SCIENCE SERVICES				
CRITICAL INCIDENT REVIEW DIVISION				
RECRUITMENT AND EMPLOYMENT DIVISION				
TRAINING BUREAU				
TRAINING DIVISION				
POLICE TRAINING AND EDUCATION				
INFORMATION TECHNOLOGY BUREAU	9/27/2024			
INNOVATION MANAGEMENT DIVISION				
INFORMATION TECHNOLOGY DIVISION				
APPLICATION DEVELOPMENT AND SUPPORT DIVISION				
ECCCS DIVISION				
ADMINISTRATIVE SERVICES BUREAU	9/27/2024			
FISCAL GROUP				
SUPPORT SERVICES GROUP				
CUSTODY SERVICES DIVISION				
COMMUNICATIONS DIVISION				
EVIDENCE & PROPERTY MANAGEMENT DIVISION				
FACILITIES MANAGEMENT DIVISION				
MOTOR TRANSPORT DIVISION				
PERSONNEL DIVISION				
RECORDS AND IDENTIFICATION DIVISION				

**2024 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

OFFICE OF OPERATIONS	9/27/2024			
OPERATIONS-CENTRAL BUREAU				
CENTRAL AREA				
HOLLENBECK AREA				
NEWTON AREA				
NORTHEAST AREA				
RAMPART AREA				
OPERATIONS-SOUTH BUREAU	9/27/2024			
77TH STREET AREA				
HARBOR AREA				
SOUTHEAST AREA				
SOUTHWEST AREA				
SOUTH BUREAU HOMICIDE				
OPERATIONS-WEST BUREAU	9/27/2024			
HOLLYWOOD AREA				
OLYMPIC AREA				
PACIFIC AREA				
LAX FIELD SERVICES DIVISION				
WEST LOS ANGELES AREA				
WILSHIRE AREA				
OPERATIONS-VALLEY BUREAU	9/27/2024			
DEVONSHIRE AREA				
FOOTHILL AREA				
MISSION AREA				
NORTH HOLLYWOOD AREA				
TOPANGA AREA				
VAN NUYS AREA				
WEST VALLEY AREA				
DETECTIVE BUREAU	11/29/2024			
DETECTIVE SERVICES GROUP				
COMPSTAT				
COMMERCIAL CRIMES DIVISION				
DETECTIVE SUPPORT AND VICE DIVISION				
FORENSIC SCIENCE DIVISION				
GANG AND NARCOTICS DIVISION				
JUVENILE DIVISION				
ROBBERY-HOMICIDE DIVISION				
TECHNICAL INVESTIGATION DIVISION				

**2024 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

TRANSIT SERVICES BUREAU	11/29/2024			
TRANSIT SERVICES GROUP				
TRANSIT SERVICES DIVISION				
TRAFFIC GROUP				
CENTRAL TRAFFIC DIVISION				
SOUTH TRAFFIC DIVISION				
WEST TRAFFIC DIVISION				
VALLEY TRAFFIC DIVISION				
OFFICE OF SPECIAL OPERATIONS	11/29/2024			
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU				
SECURITY SERVICES DIVISION				
AIR SUPPORT DIVISION				
EMERGENCY SERVICES DIVISION				
MAJOR CRIMES DIVISION				
METROPOLITAN DIVISION				