

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

**NOTICE**

15.2

December 19, 2019

**TO:** All Commanding Officers

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

**SUBJECT:** 2020 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 2020, 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 a compact disk containing the Portable Document Format (PDF) shall be submitted to ESD by the due date indicated.

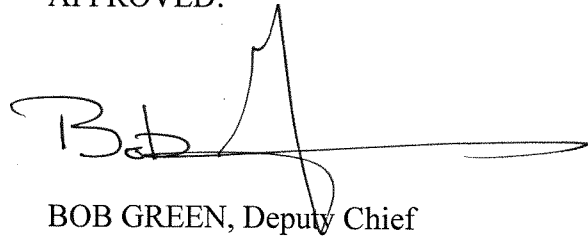
It is recommended that Bureaus initiate a project to ensure that their subordinate commands submit their completed plans via the appropriate chain of command and approval processes. Bureaus are reminded to maintain copies of their entities Standing Plans and Continuity of Operations Plans.

If there are any questions regarding this Notice, please contact Captain Kathryn Meek, Commanding Officer, Emergency Services Division, at (213) 486-5730.

APPROVED:



PETER A. ZARCONE, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau



BOB GREEN, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

**2020 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO ESD
OFFICE OF THE CHIEF OF POLICE	Tuesday, February 18, 2020
POLICE COMMISSION/INSPECTOR GENERAL	
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	
CHIEF OF STAFF	
PUBLIC COMMUNICATIONS GROUP	
MEDIA RELATIONS DIVISION	
EMPLOYEE RELATIONS GROUP	
OFFICE OF CONSTITUTIONAL POLICING AND POLICY	Tuesday, February 18, 2020
RISK MANAGEMENT AND POLICIES DIVISION	
AUDIT DIVISION	
LEGAL AFFAIRS DIVISION	
PROFESSIONAL STANDARDS BUREAU	
INTERNAL AFFAIRS GROUP	
ADMINISTRATIVE INVESTIGATION DIVISION	
CRIMINAL INVESTIGATION DIVISION	
FORCE INVESTIGATION GROUP	
FORCE INVESTIGATION DIVISION	
OFFICE OF SUPPORT SERVICES	Tuesday, March 17, 2020
BEHAVIORAL SCIENCE SERVICES	
FISCAL OPERATIONS DIVISION	
CRITICAL INCIDENT REVIEW DIVISION	
PERSONNEL AND TRAINING BUREAU	
TRAINING GROUP	
PERSONNEL GROUP	
PERSONNEL DIVISION	
RECRUITMENT AND EMPLOYMENT DIVISION	
IN-SERVICE TRAINING DIVISION	
TRAINING DIVISION	
POLICE TRAINING AND EDUCATION	
INFORMATION TECHNOLOGY GROUP	Tuesday April 21, 2020
INNOVATION MANAGEMENT DIVISION	
INFORMATION TECHNOLOGY DIVISION	
APPLICATION DEVELOPMENT AND SUPPORT DIVISION	
ECCCS DIVISION	
TRANSIT SERVICES BUREAU	
TRANSIT SERVICES DIVISION	
TRAFFIC GROUP	
CENTRAL TRAFFIC DIVISION	
SOUTH TRAFFIC DIVISION	
WEST TRAFFIC DIVISION	
VALLEY TRAFFIC DIVISION	

**2020 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

ADMINISTRATIVE SERVICES BUREAU	Tuesday, May 19, 2020
SUPPORT SERVICES GROUP	
CUSTODY SERVICES DIVISION	
COMMUNICATIONS DIVISION	
PROPERTY DIVISION	
FACILITIES MANAGEMENT DIVISION	
MOTOR TRANSPORT DIVISION	
RECORDS AND IDENTIFICATION DIVISION	
OFFICE OF OPERATIONS	Tuesday June 23, 2020
OPERATIONS-CENTRAL BUREAU	
CENTRAL AREA	
HOLLENBECK AREA	
NEWTON AREA	
NORTHEAST AREA	
RAMPART AREA	
OPERATIONS-SOUTH BUREAU	Tuesday, July 21, 2020
77TH STREET AREA	
HARBOR AREA	
SOUTHEAST AREA	
SOUTHWEST AREA	
OPERATIONS-WEST BUREAU	Tuesday, August 25, 2020
HOLLYWOOD AREA	
OLYMPIC AREA	
PACIFIC AREA	
LAX FIELD SERVICES DIVISION	
WEST LOS ANGELES AREA	
WILSHIRE AREA	
OPERATIONS-VALLEY BUREAU	Tuesday, September 22, 2020
DEVONSHIRE AREA	
FOOTHILL AREA	
MISSION AREA	
NORTH HOLLYWOOD AREA	
TOPANGA AREA	
VAN NUYS AREA	
WEST VALLEY AREA	

**2020 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

DETECTIVE SERVICES BUREAU/GROUP	Tuesday, October 20, 2020
COMMUNITY ENGAGEMENT GROUP	
COMMUNITY OUTREACH AND DEVELOPMENT DIVISION	
COMMERCIAL CRIMES DIVISION	
DETECTIVE SUPPORT AND VICE DIVISION	
FORENSIC SCIENCE DIVISION	
GANG AND NARCOTICS DIVISION	
JUVENILE DIVISION	
ROBBERY-HOMICIDE DIVISION	
COMPSTAT DIVISION	
TECHNICAL INVESTIGATION DIVISION	
OFFICE OF SPECIAL OPERATIONS	Tuesday, November 17, 2020
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU	
COUNTER-TERRORISM GROUP	
SPECIAL OPERATIONS GROUP	
SECURITY SERVICES DIVISION	
AIR SUPPORT DIVISION	
EMERGENCY SERVICES DIVISION	
MAJOR CRIMES DIVISION	
METROPOLITAN DIVISION	