

**COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU**

**NOTICE**  
16.2

January 12, 2018

**TO:** All Commanding Officers

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

**SUBJECT:** 2018 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES

Emergency Operations Division (EOD) 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 Calendar Year 2018, 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 EOD 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 matter, please contact Sergeant II Michael Hammett, Officer in Charge, Emergency Preparedness Unit, EOD, at (213) 486-5730.

APPROVED:

  
HORACE E. FRANK, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau

  
SEAN W. MALINOWSKI, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

**2018 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO EOD
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	Tuesday, February 20, 2018
POLICE COMMISSION/INSPECTOR GENERAL	
OFFICE OF THE CHIEF OF POLICE	
CHIEF OF STAFF	
EMPLOYEE RELATIONS GROUP	
OFFICE OF CONSTITUTIONAL POLICING AND POLICY	Tuesday, February 20, 2018
AUDIT DIVISION	
COMMUNITY POLICING AND POLICY GROUP	
POLICIES AND PROCEDURES DIVISION	
COMMUNITY RELATIONSHIP DIVISION	
PUBLIC COMMUNICATIONS GROUP	
MEDIA RELATIONS DIVISION	
RISK MANAGEMENT AND LEGAL AFFAIRS GROUP	
LEGAL AFFAIRS DIVISION	
RISK MANAGEMENT DIVISION	
PROFESSIONAL STANDARDS BUREAU	
INTERNAL AFFAIRS GROUP	
ADMINISTRATIVE INVESTIGATIONS DIVISION	
CRIMINAL INVESTIGATIONS DIVISION	
FORCE INVESTIGATION DIVISION	
OFFICE OF ADMINISTRATIVE SERVICES	Tuesday, March 20, 2018
BEHAVIORAL SCIENCE SERVICES	
COMPSTAT DIVISION	
FISCAL OPERATIONS DIVISION	
REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION	
USE OF FORCE REVIEW DIVISION	
INFORMATION TECHNOLOGY BUREAU	Tuesday, April 24, 2018
APPLICATION DEVELOPMENT AND SUPPORT DIVISION	
INFORMATION TECHNOLOGY DIVISION	
POLICE SCIENCES AND TRAINING BUREAU	
POLICE TRAINING AND EDUCATION	
TRAINING DIVISION	
ADMINISTRATIVE SERVICES BUREAU	Tuesday, May 22, 2018
COMMUNICATIONS DIVISION	
FACILITIES MANAGEMENT DIVISION	
MOTOR TRANSPORT DIVISION	
PERSONNEL DIVISION	
RECRUITMENT AND EMPLOYMENT DIVISION	
RECORDS AND IDENTIFICATION DIVISION	

**2018 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

OFFICE OF OPERATIONS	Tuesday, June 26, 2018
TRANSIT SERVICES BUREAU/TRANSIT SERVICES DIVISION	
OPERATIONS-CENTRAL BUREAU	
CENTRAL AREA	
CENTRAL TRAFFIC DIVISION	
HOLLENBECK AREA	
NEWTON AREA	
NORTHEAST AREA	
RAMPART AREA	
OPERATIONS-SOUTH BUREAU	Tuesday, July 24, 2018
77TH STREET AREA	
HARBOR AREA	
SOUTH TRAFFIC DIVISION	
SOUTHEAST AREA	
SOUTHWEST AREA	
OPERATIONS-WEST BUREAU	Tuesday, August 28, 2018
HOLLYWOOD AREA	
OLYMPIC AREA	
PACIFIC AREA	
LAX FIELD SERVICES DIVISION	
WEST LOS ANGELES AREA	
WEST TRAFFIC DIVISION	
WILSHIRE DIVISION	
OPERATIONS-VALLEY BUREAU	Tuesday, September 25, 2018
DEVONSHIRE AREA	
FOOTHILL AREA	
MISSION AREA	
NORTH HOLLYWOOD AREA	
TOPANGA AREA	
VALLEY TRAFFIC DIVISION	
VAN NUYS AREA	
WEST VALLEY AREA	
OFFICE OF SPECIAL OPERATIONS	Tuesday, October 23, 2018
CUSTODY SERVICES DIVISION	
PROPERTY DIVISION	
SECURITY SERVICES DIVISION	
DETECTIVE BUREAU	
COMMERCIAL CRIMES DIVISION	
DETECTIVE SUPPORT AND VICE DIVISION	
FORENSIC SCIENCE DIVISION	
GANG AND NARCOTICS DIVISION	
JUVENILE DIVISION	

**2018 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS  
SUBMISSION DEADLINES**

<b>ROBBERY-HOMICIDE DIVISION</b>	<b>Tuesday, October 23, 2018</b>
<b>TECHNICAL INVESTIGATION DIVISION</b>	
<b>COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU</b>	<b>Tuesday, November 20, 2018</b>
<b>AIR SUPPORT DIVISION</b>	
<b>EMERGENCY OPERATIONS DIVISION</b>	
<b>EMERGENCY SERVICES DIVISION</b>	
<b>MAJOR CRIMES DIVISION</b>	
<b>METROPOLITAN DIVISION</b>	