

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

N O T I C E
15.2

January 10, 2019

TO: All Commanding Officers

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

SUBJECT: 2019 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 2019, each bureau, division and group has been assigned a date in the attached matrix to submit their Standing Plans and Continuity of Operations Plans. 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 matter, please contact Captain Kathryn Meek, Commanding Officer, Emergency Services Division, at (213) 486-5730.

APPROVED:



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



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

Attachment

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**2019 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO ESD
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	
POLICE COMMISSION/INSPECTOR GENERAL	
OFFICE OF THE CHIEF OF POLICE	
CHIEF OF STAFF	
PUBLIC COMMUNICATIONS GROUP	
MEDIA RELATIONS DIVISION	
EMPLOYEE RELATIONS GROUP	
	Tuesday, February 19, 2019
OFFICE OF CONSTITUTIONAL POLICING AND POLICY	
RISK MANAGEMENT AND LEGAL AFFAIRS GROUP	
RISK MANAGEMENT DIVISION	
AUDIT DIVISION	
POLICIES AND PROCEDURES DIVISION	
LEGAL AFFAIRS DIVISION	
PROFESSIONAL STANDARDS BUREAU	
INTERNAL AFFAIRS GROUP	
ADMINISTRATIVE INVESTIGATION DIVISION	
CRIMINAL INVESTIGATION DIVISION	
FORCE INVESTIGATION GROUP	
FORCE INVESTIGATION DIVISION	
	Tuesday, February 19, 2019
OFFICE OF SUPPORT SERVICES	
BEHAVIORAL SCIENCE SERVICES	
COMPSTAT DIVISION	
FISCAL OPERATIONS DIVISION	
CRITICAL INCIDENT REVIEW DIVISION	
PERSONNEL AND TRAINING BUREAU	
PERSONNEL GROUP	
PERSONNEL DIVISION	
RECRUITMENT AND EMPLOYMENT DIVISION	
TRAINING GROUP	
IN-SERVICE TRAINING DIVISION	
TRAINING DIVISION	
POLICE TRAINING AND EDUCATION	
	Tuesday, March 19, 2019
DETECTIVE BUREAU	
INNOVATION & STRATEGIC PLANNING DIVISION	
INFORMATION TECHNOLOGY GROUP	
INFORMATION TECHNOLOGY DIVISION	
APPLICATION DEVELOPMENT AND SUPPORT DIVISION	
COMPSTAT DIVISION	
ECCCS DIVISION	
	Tuesday, April 23, 2019

**2019 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

ADMINISTRATIVE SERVICES BUREAU	Tuesday, May 21, 2019
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 25, 2019
TRANSIT SERVICES BUREAU	
TRANSIT SERVICES DIVISION	
TRAFFIC GROUP	
OPERATIONS-CENTRAL BUREAU	
CENTRAL AREA	
CENTRAL TRAFFIC DIVISION	
HOLLENBECK AREA	
NEWTON AREA	
NORTHEAST AREA	
RAMPART AREA	
OPERATIONS-SOUTH BUREAU	Tuesday, July 23, 2019
77TH STREET AREA	
HARBOR AREA	
SOUTH TRAFFIC DIVISION	
SOUTHEAST AREA	
SOUTHWEST AREA	
OPERATIONS-WEST BUREAU	Tuesday, August 27, 2019
HOLLYWOOD AREA	
OLYMPIC AREA	
PACIFIC AREA	
LAX FIELD SERVICES DIVISION	
WEST LOS ANGELES AREA	
WEST TRAFFIC DIVISION	
WILSHIRE AREA	
OPERATIONS-VALLEY BUREAU	Tuesday, September 24, 2019
DEVONSHIRE AREA	
FOOTHILL AREA	
MISSION AREA	
NORTH HOLLYWOOD AREA	
TOPANGA AREA	
VALLEY TRAFFIC DIVISION	
VAN NUYS AREA	
WEST VALLEY AREA	

**2019 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

DETECTIVE SERVICES GROUP	Tuesday, October 22, 2019
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	
TECHNICAL INVESTIGATION DIVISION	
OFFICE OF SPECIAL OPERATIONS	Tuesday, November 19, 2019
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	