

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

**NOTICE**  
16.2

November 18, 2011

**TO:** All Staff and Command Officers

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

**SUBJECT:** 2012 STANDING PLANS SUBMISSION DEADLINES

Emergency Operations Division (EOD) is responsible for reviewing and approving all Standing Plans for the Department. 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. The Department's ability to respond appropriately and efficiently to any emergency incident is incumbent upon the ability to gather and organize critical information into a standardized format. This requires a significant amount of preplanning and preparedness and it also allows supervisors, watch commanders, and Staff and Command Officers access to entity-specific information at a moment's notice.

For Calendar Year 2012, Standing Plans will be due each month as assigned on the attachment. All Staff and Command officers shall ensure that Standing Plans are updated and maintained annually. One complete copy of the Standing Plan along with a Compact Disk containing the Portable Document Format (PDF) of the same Standing Plan shall be submitted to EOD by the assigned due date. The Standing Plan will be audited by EOD personnel and commands will be notified of any items found in the audit requiring amendment to the submitted Standing Plans.

Bureaus are reminded to maintain a copy of their entities' Standing Plans and EOD will provide Real-Time Analysis and Critical Response Division with an electronic copy of each Standing Plan as well. Please ensure that confidential mobilization rosters are not included in the PDF version as it will be posted on the Department's Local Area Network. For those entities that have confidential personnel and/or confidential worksites, the concerned Bureau Commanding Officer shall ensure that Standing Plans are updated and maintained appropriately for the confidential entity and that entity will not be required to forward those plans to EOD.

If there are any questions regarding this matter, please contact Lieutenant Maria Acosta, EOD, at (213) 486-5730.

APPROVED:



MICHAEL P. DOWNING, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

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## 2012 Standing Plans Submission Deadlines

OFFICE/DIVISION/AREA	SUBMISSION DEADLINE TO EOD
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	<b>JANUARY 18, 2012</b>
POLICE COMMISSION/INSPECTOR GENERAL	
OFFICE OF THE CHIEF OF POLICE	
CHIEF OF STAFF	
REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION	
EMPLOYEE RELATIONS GROUP	
PUBLIC INFORMATION OFFICE	
COMMUNITY RELATIONS SECTION	<b>FEBRUARY 15, 2012</b>
PROFESSIONAL STANDARDS BUREAU/INTERNAL AFFAIRS GROUP	
CRIMINAL INVESTIGATIONS DIVISION	
ADMINISTRATIVE INVESTGATIONS DIVISION	
FORCE INVESTIGATION DIVISION	
SPECIAL ASSISTANT FOR CONSTITUTIONAL POLICING	
FISCAL OPERATIONS DIVISION	
RISK MANAGMENT DIVISION	<b>MARCH 14, 2012</b>
PLANNING AND RESEARCH DIVISION	
INTERNAL AUDITS AND INSPECTION DIVISION	
OFFICE OF ADMINISTRATIVE SERVICES	
BEHAVORAL SCIENCE SERVICES SECTION	
EMPLOYEE ASSISTANCE UNIT	
OFFICER REPRESENTATION SECTION	
WORK ENVIRONMENT LIAISON UNIT	<b>APRIL 18, 2012</b>
USE OF FORCE REVIEW DIVISION	
INFORMATION TECHNOLOGY BUREAU	
INFORMATION TECHNOLOGY DIVISION	
TEAMS II DIVISION	
ADMINISTRATIVE SERVICES BUREAU	
FACILITIES MANAGEMENT DIVISION	
MOTOR TRANSPORT DIVISION	<b>MAY 16, 2012</b>
COMMUNICATIONS DIVISION	
RECORDS AND IDENTIFICATION DIVISION	
PERSONNEL AND TRAINING BUREAU	
PERSONNEL GROUP	
PERSONNEL DIVISION	
RECRUITMENT AND EMPLOYMENT DIVISION	
TRAINING DIVISION	<b>JUNE 20, 2012</b>
OFFICE OF OPERATIONS	
OPERATIONS-CENTRAL BUREAU	
CENTRAL AREA	
RAMPART AREA	
HOLLENBECK AREA	
NORTHEAST AREA	

## 2012 Standing Plans Submission Deadlines

OFFICE/DIVISION/AREA	SUBMISSION DEADLINE TO EOD
NEWTON AREA	<b>JULY 18, 2012</b>
CENTRAL TRAFFIC DIVISION	
OPERATIONS-WEST BUREAU	
WILSHIRE AREA	
HOLLYWOOD AREA	
WEST LOS ANGELES AREA	
OLYMPIC AREA	
PACIFIC AREA	<b>AUGUST 15, 2012</b>
LAX FIELD SERVICES DIVISION	
WEST TRAFFIC DIVISION	
OPERATIONS-VALLEY BUREAU	
VAN NUYS AREA	
MISSION AREA	
NORTH HOLLYWOOD AREA	
FOOTHILL AREA	<b>SEPTEMBER 19, 2012</b>
DEVONSHIRE AREA	
WEST VALLEY AREA	
TOPANGA AREA	
VALLEY TRAFFIC DIVISION	
OPERATIONS-SOUTH BUREAU	
CRIMINAL GANG AND HOMICIDE DIVISION	
77TH STREET AREA	<b>OCTOBER 17, 2012</b>
SOUTHWEST AREA	
HARBOR AREA	
SOUTHEAST AREA	
SOUTH TRAFFIC DIVISION	
OFFICE OF SPECIAL OPERATIONS	
PROPERTY DIVISION	
JAIL DIVISION	<b>NOVEMBER 21, 2012</b>
DETECTIVE BUREAU	
ROBBERY HOMICIDE DIVISION	
SCIENTIFIC INVESTIGATION DIVISION	
JUVENILE DIVISION	
GANG AND NARCOTICS DIVISION	
DETECTIVE SUPPORT AND VICE DIVISION	
COMMERCIAL CRIMES DIVISION	<b>DECEMBER 19, 2012</b>
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU	
METROPOLITAN DIVISION	
AIR SUPPORT DIVISION	
EMERGENCY OPERATIONS DIVISION	
MAJOR CRIMES DIVISION	
EMERGENCY SERVICES DIVISION	