

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

December 2, 2015

TO: All Commanding Officers

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

SUBJECT: 2016 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES

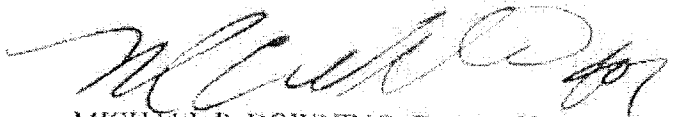
Emergency Operations Division (EOD) is responsible for reviewing and auditing Department Standing Plans and Continuity of Operations Plans. Standing Plans include procedures contained within the Emergency Operations Guide and the Department Manual concerning emergency control plans, single-use plans, 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 2016, 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 I Michael Hammett, Officer in Charge, Emergency Preparedness Unit, EOD, at (213) 486-5730.

APPROVED:



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



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

Attachment

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**2016 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO EOD
Police Commission Commission Investigation Division Inspector General's Office Office of the Chief of Police Chief of Staff Employee Relations Group Media Relations and Community Affairs Group	January 22, 2016
Office of Constitutional Policing and Policy Risk Management and Legal Affairs Group Audit Division Legal Affairs Division Policies and Procedures Division Risk Management Division Professional Standards Bureau Internal Affairs Group Administrative Investigation Division Criminal Investigation Division Force Investigation Division	February 19, 2016
Office of Administrative Services Behavioral Science Services COMPSTAT Division Fiscal Operations Division Real-Time Analysis and Critical Response Division Use of Force Review Division	March 18, 2016
Information Technology Bureau Applications Development and Support Division Information Technology Division Police Sciences and Training Bureau Police Training and Education Training Division	April 22, 2016
Administrative Services Bureau Communications Division Facilities Management Division Motor Transport Division Personnel Division Records and Identification Division Recruitment and Employment Division	May 20, 2016

**2016 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO EOD
Office of Operations	
Community Relationship Division	
Operations-Central Bureau	
Central Area	
Central Traffic Division	
Hollenbeck Area	
Newton Area	
Northeast Area	
Rampart Area	
Operations-West Bureau	
Hollywood Area	
Olympic Area	
Pacific Area	
LAX Field Services Division	
West Los Angeles Area	
West Traffic Division	
Wilshire Area	
Operations-Valley Bureau	
Devonshire Area	
Foothill Area	
Mission Area	
North Hollywood Area	
Topanga Area	
Valley Traffic Division	
Van Nuys Area	
West Valley Area	
Operations-South Bureau	
77th Street Area	
Criminal Gang and Homicide Division	
Harbor Area	
South Traffic Division	
Southeast Area	
Southwest Area	

**2016 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO EOD	
Office of Special Operations		
Custody Services Division		
Property Division		
Security Services Division		
Detective Bureau		
Commerical Crimes Division		
Detective Support and Vice Division		
Forensic Science Division		
Gang and Narcotics Division		
Juvenile Division		
Robbery-Homicide Division		
Technical Investigation Division		October 21, 2016
Counter-Terrorism and Special Operations Bureau		
Air Support Division		
Emergency Operations Division		
Emergency Services Division		
Major Crimes Division		
Metropolitan Division	November 28, 2016	