

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE

16.2

December 2, 2015

TO: All Concerned Commanding Officers

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

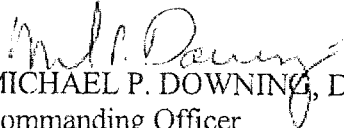
SUBJECT: CONTINUITY OF OPERATIONS COMMITTEE – ESTABLISHED


Continuity of operations planning is a critical element of the Department's emergency preparedness and planning efforts. After a disaster or other qualifying event, it is imperative that the Department is able to perform the mission-essential functions to continue to provide policing services to the community. In order to ensure that the Department is prepared for such a disaster that necessitates implementation of one or more Continuity of Operations Plans, the Continuity of Operations Committee has been established.

This Committee will meet twice per calendar year in order to ensure that the Department's continuity of operations planning and preparedness efforts are focused on addressing and resolving any gaps in the continuity of operations planning process. This Committee will also serve as the Continuity of Operations Team that will oversee and facilitate the implementation of any Department Continuity of Operations Plan by the Continuity of Operations Teams designated at the Office, Bureau, Group, Area or Division level. The members and responsibilities of the Continuity of Operations Committee are listed on the attachment.

If there are any questions regarding this matter, please contact Captain Philip S. Fontanetta, Commanding Officer, Emergency Operations Division (EOD), at (213) 486-0680; or Lieutenant Maria Acosta, Officer in Charge, Emergency Management Section, 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

DISTRIBUTION "B"

CONTINUITY OF OPERATIONS COMMITTEE MEMBERS

Commanding Officer, Counter-Terrorism and Special Operations Bureau
Committee Chair

Assistant to the Director, Office of Operations
Continuity of Patrol Operations

Chief Psychologist
Employee Welfare

Commanding Officer, Air Support Division
Continuity of the Air Fleet

Commanding Officer, Emergency Operations Division
Continuity of Operations Planning Coordinator

Commanding Officer, Facilities Management Division
Continuity of Facilities/Alternate Facilities

Commanding Officer, Fiscal Operations Division
Continuity of Payroll, Accounts Payable/Receivable and Police Supply

Commanding Officer, Information Technology Bureau
Continuity of Vital Records, Databases and Systems

Commanding Officer, Motor Transport Division
Continuity of Ground Fleet

Commanding Officer, Real-Time Analysis and Critical Response Division
Continuity of Department Resources/Employee Recall

Commanding Officer, Personnel Division
Continuity of Department Personnel and Department Personnel Records

Commanding Officer, Records and Identification Division
Continuity of Department Vital Records

Chief of Staff
Liaison to the Chief of Police and other Department Chains of Command

Employee Relations Administrator
Advisor to the Committee on relevant employee relations issues