

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
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:



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**

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| ADMINISTRATIVE SERVICES BUREAU | |
| SUPPORT SERVICES GROUP | |
| CUSTODY SERVICES DIVISION | |
| COMMUNICATIONS DIVISION | |
| PROPERTY DIVISION | |
| FACILITIES MANAGEMENT DIVISION | |
| MOTOR TRANSPORT DIVISION | |
| RECORDS AND IDENTIFICATION DIVISION | |
| | Tuesday, May 21, 2019 |
| OFFICE OF OPERATIONS | |
| TRANSIT SERVICES BUREAU | |
| TRANSIT SERVICES DIVISION | |
| TRAFFIC GROUP | |
| OPERATIONS-CENTRAL BUREAU | |
| CENTRAL AREA | |
| CENTRAL TRAFFIC DIVISION | |
| HOLLENBECK AREA | |
| NEWTON AREA | |
| NORTHEAST AREA | |
| RAMPART AREA | |
| | Tuesday June 25, 2019 |
| OPERATIONS-SOUTH BUREAU | |
| 77TH STREET AREA | |
| HARBOR AREA | |
| SOUTH TRAFFIC DIVISION | |
| SOUTHEAST AREA | |
| SOUTHWEST AREA | |
| | Tuesday, July 23, 2019 |
| OPERATIONS-WEST BUREAU | |
| HOLLYWOOD AREA | |
| OLYMPIC AREA | |
| PACIFIC AREA | |
| LAX FIELD SERVICES DIVISION | |
| WEST LOS ANGELES AREA | |
| WEST TRAFFIC DIVISION | |
| WILSHIRE AREA | |
| | Tuesday, August 27, 2019 |
| OPERATIONS-VALLEY BUREAU | |
| DEVONSHIRE AREA | |
| FOOTHILL AREA | |
| MISSION AREA | |
| NORTH HOLLYWOOD AREA | |
| TOPANGA AREA | |
| VALLEY TRAFFIC DIVISION | |
| VAN NUYS AREA | |
| WEST VALLEY AREA | |
| | Tuesday, September 24, 2019 |

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

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|--|-----------------------------------|
| 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 | |