

OFFICIAL CORRESPONDENCE REVIEW FORM

INITIATED BY: (NAME, BUREAU OR DIVISION, ETC.) Captain Kathryn Meek, Commanding Officer, Emergency Services Division	DATE: January 22, 2020
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STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC.)
Sergeant II Michael Hammett, Emergency Services Division, (213) 486-5730

SUBJECT:
CTSOB NOTICE ENTITLED MANDATORY EMERGENCY PREPAREDNESS COORDINATORS MEETING

Routing Order:	Reviewer Initials:	DIVISION/BUREAU/OFFICE	Routing Order:	Reviewer Initials:	DIVISION /BUREAU/OFFICE
		OFFICE OF OPERATIONS			AIR SUPPORT DIVISION
		OPERATIONS-CENTRAL BUREAU			METROPOLITAN DIVISION
		OPERATIONS-SOUTH BUREAU			
		OPERATIONS-WEST BUREAU	1	MM	EMERGENCY SERVICES DIVISION
		OPERATIONS-VALLEY BUREAU	2	MC	COMMANDING OFFICER, COUNTER-TERRORISM GROUP
		INFORMATION TECHNOLOGY BUREAU	3	J	COMMANDING OFFICER, COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU
		DIRECTOR, OFFICE OF SUPPORT SERVICES	4	KEZ	DIRECTOR, OFFICE OF SPECIAL OPERATIONS
		ADMINISTRATIVE SERVICES BUREAU	5	MJ	OFFICE OF THE CHIEF OF POLICE - ADMINISTRATIVE SECTION
		POST LIAISON UNIT, TRAINING DIVISION, ROOM 625 PAB	6	h	CHIEF OF STAFF
		FISCAL OPERATIONS DIVISION	7	R	Risk Management and Policies POLICIES AND PROCEDURES DIVISION
		POLICE SCIENCES AND TRAINING BUREAU			CHIEF OF POLICE

RECEIVED

REFERENCE NUMBERS:

OSO #: 273	CTSOB #:	SOC #: FEB 26 2020 #10	CTG #: #10	DIVISION #:
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Risk Management and Policies Division

RECEIVED-4

FEB 24 2020 #515

Counter-Terrorism and Special Operations Bureau

FEB 19 2020 #121

RECEIVED

LAPD Counter-Terrorism Group

JAN 30 2020

RECEIVED

ESD LG

#10

OFFICE OF THE CHIEF OF POLICE
RECEIVED

FEB 25 2020

Chief of Staff

RECEIVED #272
FEB 21 2020

OFFICE OF SPECIAL OPERATIONS

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COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
15.2

February 27, 2020

TO: All Commanding Officers

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

SUBJECT: MANDATORY EMERGENCY PREPAREDNESS COORDINATORS MEETING

Emergency Services Division (ESD) has scheduled a mandatory meeting for *all* Department Emergency Preparedness Coordinators (EPCs) for **Thursday, June 4, 2020**. Pursuant to the Office of the Chief of Police, Special Order No. 10, dated March 4, 2008, entitled *Emergency Preparedness Coordinator Program - Established*, each geographic Area shall designate two Area employees, including at least one non-probationary supervisor as the EPC for their respective Area. The commanding officer of each specialized division shall designate a minimum of one employee, sworn or civilian, of supervisory rank as the EPC to represent their respective division. Any Office, Bureau, or Division which includes sworn or civilian personnel, who are subject to mobilization or response in the event of a critical incident, shall ensure that an EPC is designated.

The meeting will be held in the COMPSTAT Room, Police Headquarters Facility, 100 West First Street, from 0800 hours to 1200 hours. **This is a primary duty assignment.** Any scheduling conflicts are to be resolved in favor of this assignment. The only acceptable reasons for non-attendance are prescheduled vacation, court, military leave or illness. Any employee who cannot attend the meeting must have his/her commanding officer submit an Intradepartmental Correspondence, Form 15.02, to the Commanding Officer, ESD, and request that the employee be excused from the EPC meeting. **However, the employee is not excused until notified by the Commanding Officer, ESD.**

If you have any questions regarding this Notice, please contact Sergeant II Michael Hammett, ESD, at (213) 486-5730.

APPROVED:



PETER A. ZARCONE, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

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