

Continuity of Operations Plan (COOP)

Los Angeles Police Department

100 West First Street

Los Angeles, CA 90012

December 1, 2015

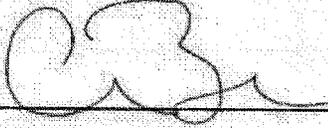


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Plan Certification

As Chief of Police for the Los Angeles Police Department, I acknowledge and certify that the Continuity of Operations Plan submitted to the City of Los Angeles Emergency Management Department has been reviewed and revised in accordance with current emergency prevention, preparedness and mitigation activities as well as the current emergency response and recovery operations procedures as they pertain to this department.

I acknowledge that this certification is valid until January 31, 2017, or until any significant changes to this plan take place, whichever comes first.



Signature

1-28-16

Date

CHARLIE BECK

Print Name

CHIEF OF POLICE

Title

Definitions

Alternate Facility/Location – an alternate work site that provides the capability to perform minimum essential departmental functions until normal operations can be resumed.

Continuity of Operations Plan (COOP) – an internal effort within individual components of a government to ensure that the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Catastrophic Event – a natural or manmade incident, including terrorism, which leaves extraordinary levels of mass casualties, damage and disruption – over a prolonged period of time - severely affecting the population, infrastructure, environment, and economy.

COOP Team – the personnel of the Department designated to initiate actions during COOP implementation to ensure that the Department is able to perform its essential functions.

Devolution – the capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Disaster Service Worker – any non-sworn employee of the City of Los Angeles registered for the purpose of engaging in disaster service activities authorized by and carried in pursuant to the California Emergency Services Act.

Emergency – a sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency may cause a temporary evacuation or the permanent displacement of personnel and equipment.

Mission Essential Functions (MEFs) – those functions, stated or implied, that City departments are required to perform by statute, executive order, or City policy and are necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

Mission Essential Personnel – staff of the Department necessary for the performance of the Department's mission essential functions.

Order of Succession – the order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.

Pandemic – an epidemic occurring worldwide, or over a very wide area, crossing boundaries and usually affecting a large number of people.

Primary Facility/Location – the site of normal, day-to-day operations; the location where the employee usually goes to work.

Reconstitution – the process of resuming full and normal agency operations.

Secondary/Alternate Location – the site where critical functions will be carried out if the primary facility/location is inaccessible or unable to be used.

Vital Records and Databases – data information, in hard copy or electronic format, necessary to maintain the continuity of operations during an emergency, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and the government.

Acronyms

AGM	Assistant General Manager
C/O	Commanding Officer
COOP	Continuity of Operations Plan
COP	Chief of Police
DEP	Department Emergency Plan
DOC	Department Operations Center
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EMD	Emergency Management Department
GM	General Manager
LAPD	Los Angeles Police Department
MEF	Mission Essential Function
MOF	Minimum Operating Force

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Executive Summary

The Los Angeles Police Department (LAPD) Continuity of Operations Plan (COOP) describes the staffing, procedures, and resources needed to maintain or restore Mission Essential Functions (MEFs) if a large scale emergency incident impacts department operations. This plan is intended to guide the Department to resume essential functions within 12 hours of an emergency, with or without advance warning, and to sustain continuous operations for up to 30 days. The plan supports the City's capability to maintain or resume day to day core public services by:

- Tying COOP to the department risks outlined in the Department Emergency Plan.
- Delineating essential functions.
- Identifying minimum essential personnel staffing level including staff recall notifications.
- Identifying interdependencies with other departments and/or outside agencies.
- Delegating authority.
- Establishing Orders of Succession.
- Describing COOP Team positions and responsibilities.
- Identifying interoperable communications resources.
- Describing back-up of essential systems and critical programs.
- Identifying vital records and databases.
- Identifying alternate facilities and back-up supplies.
- Outlining tests, training, and exercises to maintain COOP capabilities.
- Identifying COOP maintenance requirements and responsibilities.
- Providing COOP operational checklists.

I. Introduction

Local governments face unprecedented challenges in emergency response and recovery as evidenced in recent disasters such as 9/11, Hurricane Katrina, Hurricane Sandy, Ebola, and the wave of terrorism around the world. Their impacts have resulted in major disruptions to both public and private operations throughout the nation in recent years.

The City of Los Angeles is vulnerable to 13 of the 16 federally qualifying disasters listed in the Stafford Act:

- Earthquake
- Fire
- Flood
- Explosion
- Drought
- High Water
- Wind Driven Water
- Tidal Wave
- Landslide
- Mudslide
- Storm
- Tsunami
- Tornado

Additional disasters that could have City-wide impacts are:

- Pandemic
- Public Health Emergency
- HAZMAT Spills
- Acts of Terrorism
- Cyber Attacks

Continuity of operations planning is the responsibility of local governments in order to be reliable public institutions. The changing threat environment and recent events, both domestic and foreign, have shifted awareness to the need for a viable COOP. Local governments must be able to continue their MEFs across a broad spectrum of emergencies.

II. Purpose

It is the mission of LAPD to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence (Department Manual Volume 1, Section 105).

This COOP establishes policy and guidance to ensure the execution of the MEFs—those functions, stated or implied, that LAPD is required to perform by statute, executive order, or City policy. They are necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in the event that an emergency threatens or incapacitates Department operations.

The COOP outlines the following elements to minimize loss of life, property damage, and economic loss:

- Ensure that the Department MEFs are able to continue with minimal or no disruption during all types of emergencies.
- Ensure that the Department is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide a means to coordinate information sharing within the City of Los Angeles government to ensure uninterrupted communications to the internal organization of the City and externally to all identified critical customers.
- Provide a means for information coordination to the public to ensure uninterrupted public safety messaging applicable to the disaster impacts.
- Provide timely direction, control, and coordination to support City of Los Angeles leadership and other critical agency executive level stakeholders in critical decision making.
- Implement timely response and recovery operations.
- Facilitate Department recovery to normal operating conditions as soon as practical, based on circumstances and the threat environment.

III. Applicability, Scope, and Assumptions

The provisions of this document apply to all LAPD operations. Each City department is responsible for developing their department COOP. Each of the individual department COOPs will serve as separate sections of the overall City of Los Angeles COOP. City departments will work collectively to respond and recover during a disaster.

The scope of this document applies to a situation directly impacting a department's services and/or facilities to the extent that it is unable to perform all required responsibilities due to insufficient resources and/or closed access to facilities. The COP, or their designee, will determine the conditions that require activation of the LAPD's COOP. The scope of this document does not apply to temporary disruptions of services, such as short-term building evacuations or situations where services are anticipated to be restored in the primary facility within a short period of time.

The procedures in this document were developed based on the following key assumptions:

- Emergencies or threatened emergencies can adversely impact the Department's ability to continue to support essential functions and to provide support to the City's operations and community members.
- Emergencies and threatened emergencies differ in priority and impact.
- The impact of an emergency may affect Department operations and performance of essential functions.
- Outside assistance may be interrupted or unavailable during an emergency.
- City departments and offices must be prepared to operate without help for at least 72 hours.

IV. Mission Essential Functions

The MEFs are defined by national COOP guidance as those functions that City departments are required to maintain or immediately restore during or after an emergency. The ability to continue MEFs ensures the safety and well-being of the general populace.

This COOP establishes activation priorities to ensure that the Department can continue or recover its MEFs. The Department shall ensure that critical MEFs can continue or resume as rapidly and efficiently as possible during an emergency including relocation, if necessary. The MEFs must proceed without interruption. Any task not deemed an MEF shall be deferred until normal operations resume.

In addition to respective Department MEFs, all non-sworn employees are Disaster Service Workers (DSWs). The DSW function is considered an MEF. Those departments declaring no identified MEFs will utilize their staffing, expertise and skill set throughout the City to assist overall City continuity efforts. DSWs will be assigned to support functions throughout the City through coordination in the Emergency Operations Center (EOC) and with the Personnel Department.

Table's 1-3 list the Department's MEFs, along a recovery timeline of 30 days, with the minimum personnel needed to accomplish each particular MEF. The basis for identification as an essential City operation is shown under the "Authority" column as Mandate, Executive Directive, or City Policy.

Table 1: MEFs Performed within 24 hours of COOP Activation

Mission Essential Functions	Minimum Personnel	Authority
Implement Emergency and COOP Plans	Minimum Operating Force (MOF)	City and LAPD Policy
Police work of major importance	MOF	LAPD Policy

Delivery of Voice Radio System Communications	MOF	City and LAPD Policy
Provide gasoline and diesel fuel availability to all Department vehicles	MOF	City Policy
Keep lines of communication open (cell phones, ROVER radios)	MOF	City and LAPD Policy
Liaison with ITA (Information Technology Agency) to provide Department LAN Intranet and Telephone communications	MOF	City and LAPD Policy
Provide interoperable communications between LAPD and outside agencies	MOF	LAPD Policy
Procurement of emergency supplies utilizing the emergency cards	MOF	LAPD Policy
Utilize Departmental Emergency Contact Roster(s)	MOF	LAPD Policy
Provide psychological triage to Department personnel and entities requesting assistance	MOF	City and LAPD Policy
Deploy non-sworn employees as DSWs	MOF	City Policy

Table 2: MEFs One Week after COOP Activation

Mission Essential Functions	Minimum Personnel	Authority
All functions above under number 1	MOF	City Policy
Payroll timekeeping (Accounting)	MOF	City and State Law
Provide information to Department employees and their families, if communication systems are available.	MOF	LAPD Policy

Table 3: MEFs One Month after COOP Activation

Mission Essential Functions	Minimum Essential Personnel	Authority
Maintain reviewing all functions listed under number 1 and 2 above	MOF	City and LAPD Policy
Reconstruction	MOF	City Policy

The LAPD acknowledges that it does not work alone. Table 4 lists all Department MEFs from Tables 1-3 that have a critical interdependency with another department(s)' operations.

Mission Essential Function Interdependencies:

Table 4a: Department Dependencies

Mission Essential Function	Department/ Agency	Service Dependency
Provide gasoline and diesel fuel availability to all Department vehicles	General Services- Fuel Services and Environmental Compliance Division (FSECD)	Fuel orders are requested through General Services
Payroll timekeeping (Accounting)	City Controller	Actual paychecks and emergency paychecks processing and production are performed by city controller. Maintain liaison to ensure payroll is processed.
Liaison with Information Technology Agency (ITA) to provide Department LAN Intranet and Telephone communications	ITA	The Department's Information Technology Bureau (ITB) is responsible for working with Los Angeles City ITA.

Table 4b: Department Support Functions

Mission Essential Function	Department/ Agency	Service Support
Respond to fires and emergency medical calls	Los Angeles Fire Department	Provide security for LAFD during civil unrest, assist with evacuations when deemed necessary
Establish Shelters	Department of Recreation and Parks	Provide security at shelters as needed
Traffic Control	Department of Transportation	Assist with or assume responsibility for traffic control
Establish MPODs	Los Angeles County Department of Health	Provide security at MPODs sites as needed

Mission Essential Function	Department/ Agency	Service Support
Police work of major importance and safe operation of Los Angeles International Airport	Los Angeles World Airport Police Department	Assist with or assume responsibility for police work of major importance and safe operation of Los Angeles International Airport
Police work of major importance and safe operation of the Port of Los Angeles	Los Angeles Port Police	Assist with or assume responsibility for police work of major importance and safe operation of the Port of Los Angeles

V. Department Authorities

The LAPD authorities and responsibilities are supported by policy and mandates identified in the documents listed in Appendix A: Authorities and References.

Department authority to activate and direct a COOP lies with the COP, followed by the orders of succession. Additional authorities and responsibilities for the Department include:

- 832 California Penal Code
- City of Los Angeles Emergency Operations Master Plan and Procedures
- Los Angeles Police Department Emergency Operations Guide

VI. Concept of Operations

This section outlines COOP activation and implementation procedures. The decision to activate the LAPD COOP, because of an emergency or potential emergency, is based on the extent of the impact on the Department to perform its MEFs. This section also provides a general description of actions that will be taken by the Department to transition from normal operations to COOP activation, staff responsibilities, and relocation to alternate location(s) if necessary.

Incidents may occur with or without warning, during on-duty or off-duty hours. Whatever the incident or threat, the LAPD's COOP can be executed. In many cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation should normally allow the partial, limited, or full activation of the COOP, with a complete and orderly alert and notification of all Department personnel.

In the absence of a warning, the process of activation becomes less routine and potentially more difficult. The ability to execute the COOP will depend on the incident's impact—such as its impact on the facilities, whether personnel are present, and hour of impact.

A. Decision to Activate

The COP of LAPD (or their designee) may decide to activate the Department's COOP based on, but not limited to the following:

- The Department's ability to perform MEFs;
- The inaccessibility of the Department's primary facility or other essential facilities; or
- Any incident or event that results in critical staff shortages.

When a decision is made to activate the Department COOP, the EMD Duty Officer shall be notified via phone at (213) 200-6414, and via email at emddutyofficer@laCity.org. In the absence of the COP, the Department shall follow their designated line of succession.

1. Order of Succession

The LAPD maintains an order of succession to ensure continuity of MEFs. The order of succession establishes that each successor shall have full authority to make decisions and act on behalf of the COP during an emergency.

Authority to exercise the order of succession is granted when the COP is unable or unavailable to perform their duties for any reason during the COOP activation. Notifications to the EMD Duty Officer are required whenever the order of succession is implemented during the COOP activation. The order of succession for LAPD is documented in Table 5 below:

Table 5: Orders of Succession

Order of Succession	Position Title
1	The Director, Office of Special Operations
2	The Director, Office of Administrative Services
3	The Director, Office of Operations
4	Deputy Chiefs, by seniority in rank
5	Commanders, by seniority in rank
6	Captains, by seniority in rank

2. Delegation of Authority

Delegation of Authority specifies who is authorized to make decisions or act temporarily on behalf of the Department head if they are unable to perform their duties.

Delegation of Authority applies to a Department's essential operations and other responsibilities as assigned by the Office of the Mayor during COOP activation. Under the City Charter and Administrative Code, authorities may automatically

transfer down the Department's organization starting with the Director, Office of Special Operations. There may be instances where a specific authority is temporarily assigned to personnel out of normal succession order. The following are areas where authority may need to be identified temporarily in a Delegation of Authority. These include:

- Command authority
- Administrative authority
- Logistical authority
- Leave authority
- Purchase requisitions/spending authority

3. Devolution

In the unlikely event LAPD is unable to perform their MEFs, transfer of statutory authority and responsibility shall take place. The Department must notify the EMD Duty Officer, who then notifies the Deputy Mayor of Homeland Security and Public Safety. Under extreme circumstances devolution of the Department may occur and a decision will be made by the Office of the Mayor regarding the reassignment of the LAPD MEFs to other departments.

B. Notifications

When a decision is made to activate the LAPD COOP, the COOP Committee will initiate notifications. The COOP Committee will also serve as the COOP Team that will oversee and facilitate the implementation of any Department COOP by the Continuity of Operations Teams designated at the Office, Bureau, Group, Area, or Division level.

The following procedures are to be followed upon execution of the COOP Plan:

Upon making the decision to activate the Department COOP, notification will be made to RACR Division, otherwise known as the DOC. Upon activation of the Department COOP, the DOC will notify the Watch Commander (W/C) of Communications Division (CD). The W/C of CD shall ensure that a broadcast is made on all radio channels notifying the Department of the plan activation. This broadcast shall be made every fifteen minutes for a period of 2 hours, or until the cessation of the activation.

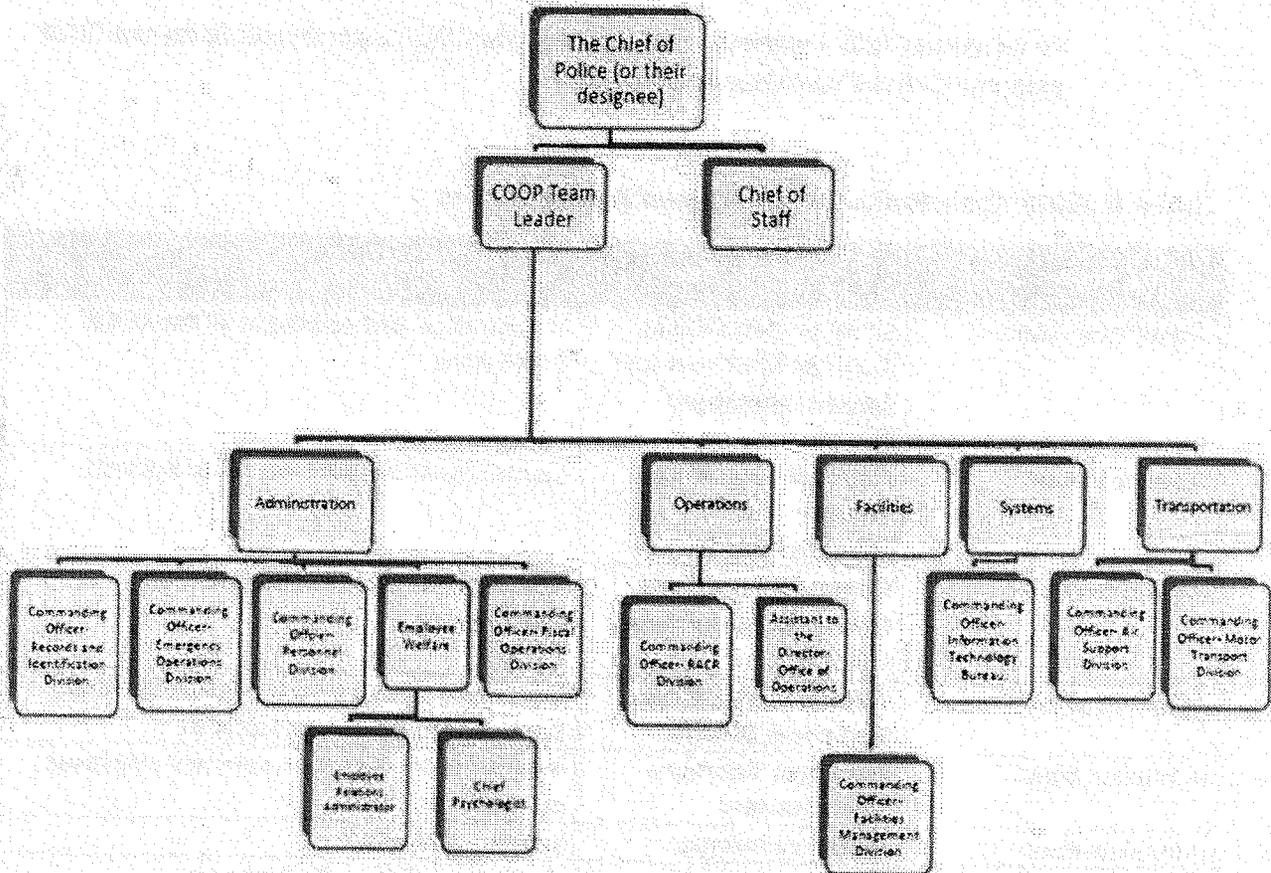
The Director of Emergency Operations shall also notify the Mayor's Office that the Department's COOP has been activated.

COOP Team

1. Organization

The LAPD management and staff assigned to initiate actions under this plan are known as the LAPD COOP Team. The COOP Team should be restricted to only those personnel who possess the specific skills and experience necessary to assess the impact and coordinate the support needs and identification of MEFs. The COOP Team is responsible for planning and logistical coordination, such as determining an incident action plan, resource accountability, and ensuring activation of mission essential functions. Changes to the COOP Team members during the COOP activation are at the discretion of the COP, or their designee.

The following table identifies COOP Team positions and essential personnel:



2. Implementation Procedures

The Commanding Officer, Counter-Terrorism and Special Operations Bureau, acting as the Department's COOP Team Leader, shall determine what COOP elements will be implemented based on the impacts of the emergency. The COOP Team Leader will provide instructions and direction to COOP team members including but not limited to assignments, reporting location, and transportation.

The COOP Team, once activated, must be able to coordinate MEFs with minimal resource support, including assigning mission essential personnel, until full operations are re-established. Mission essential personnel, under COOP Team instruction and leadership, ensure that the Department performs specific MEFs to which they are assigned. Refer to Tables 1-3. This may also necessitate the use of an alternate location and/or crisis staffing protocols.

To aid in the COOP implementation process, the COOP team should utilize the COOP Implementation Checklist in Attachment A.

Table 6: COOP Team Positions with Assigned Responsibilities

COOP Team Function	Position Title	Responsibilities
Committee Chair	Commanding Officer, Counter-Terrorism and Special Operations Bureau	Organization and oversight of the COOP Committee
Administration	Commanding Officer, Records and Identification Division	Continuity of Department Vital Records
Administration	Commanding Officer, Emergency Operations Division	Continuity of Operations Planning Coordinator
Administration	Commanding Officer, Personnel Division	Continuity of Department Personnel and Department Personnel Records
Administration	Employee Relations Administrator	Advisor to the Team on relevant employee relations issues
Administration	Chief Psychologist	Employee Welfare
Administration	Commanding Officer, Fiscal Operations Division	Continuity of Payroll, Accounts Payable/Receivable and Police Supply

COOP Team Function	Position Title	Responsibilities
Operations	Commanding Officer, Real-Time Analysis and Critical Response Division (RACR)	Continuity of Department Resources/Employee Recall
Operations	Assistant to the Director, Officer of Operations	Continuity of Patrol Operations
Facilities	Commanding Officer, Facilities Management	Continuity of Facilities/Alternate Facilities
Systems	Commanding Officer, Information Technology Bureau	Continuity of Vital Records, Databases and Systems
Transportation	Commanding Officer, Air Support Division	Continuity of the Air Fleet
Transportation	Commanding Officer, Motor Transport Division	Continuity of Ground Fleet

The COOP Team will verify the range of communication systems that are still available to the Department immediately after the emergency. Communication resources should provide for accessible and effective communications for people with disabilities and others with access and functional needs. Some examples of communication systems that may be used following an incident are provided below:

- Telephone
- Intranet Web Site
- Electronic Mail (E-Mail)
- Mobile Text Messaging
- NotifyLA
- Department Notification System
- Local Radio and Television Emergency Alerts [Emergency Alert System (EAS)]
- Social Media

C. Personnel and Operational Hours

Personnel accountability is imperative. Per the Department Emergency Plan (DEP), Area Administrative Staff is responsible for providing staff rosters and accounting for staff. All

supervisors will report back to senior Department leadership and/or the Department Operations Center (DOC) or Emergency Operations Center (EOC) on the status of their staff.

After COOP activation, affected departments may be required to function at a 24-hour, seven-day operational capacity. As such, it is recommended to staff the COOP Team in two 12-hour shift assignments. Additional Department staff will be assigned to support the COOP Team if support is needed.

The COOP Team and Department leadership will implement the Department's MEFs. Priorities will be adjusted based upon the incident impact. Mission essential personnel will be assigned to Department functions as necessary.

The Los Angeles Administrative Code (Chapter 3, Sec. 8.30) states that the Mayor "may require emergency service of any City officer, employee, or citizen, and may requisition necessary personnel or material of any City Department or agency." Moreover, in any emergency, City employees may be assigned, regardless of their civil service class, any duties that they are capable of performing safely.

It is, therefore, the policy of the City of Los Angeles that in the event of a disaster during normal working hours, all City employees shall remain at work to make themselves available for disaster relief, and each General Manager is responsible to ensure that their employees do so. No supervisor is authorized to release any employee from work in the event of a disaster, without the approval of the COP, or their designee. Employees who leave without such authorization shall be subject to discipline.

In the event that a disaster occurs outside normal working hours, all employees in public safety operations shall respond according to established emergency response procedures for their Departments. All other employees are hereby directed to listen to the Emergency Alert System (EAS) which can be found on most radio and television stations, and to comply with instructions given for City employees. In general, all employees will be expected to report to work as normal unless they are informed over the EAS.

1. Mayor's Authority for Release of Employees

Only the Mayor has the authority to order a general release of City employees in the event of any disaster. However, the Mayor may authorize GMs, or their designee, to exercise their judgment in releasing individual employees to return home. It is the City policy that employees who leave their assignment without authorization may be subject to disciplinary action.

2. Mayor's Authority for Disaster Service Worker Program Activation

Department staff may be assigned temporary duties outside of their Department under the Mayor's direction as specified in the City Administrative Code under the Disaster

Service Worker (DSW) Program. Under this policy, in an emergency the Mayor may make temporary transfers of employees, not to exceed 120 days in any calendar year, from one appointed office or department to another to relieve temporary shortages in personnel regardless of their Civil Service class, for any duties that they are capable of performing safely. The Mayor also retains the authority to move material resources to any area of the City of Los Angeles or to any City Department. City staff has been trained on the program mandates and are aware that they may be required to perform functions for other departments or in different capacities than their normal job duties.

D. Primary and Alternate Location Operations

Certain hazards may impact Department operations to the extent that the primary facility is inaccessible. Appendix D identifies both critical and non-critical facilities utilized by the LAPD along with alternate locations.

1. Security and Access Control

The COOP Team Leader should ensure that security for personnel, assets, and information are in place at any location utilized by Department staff for MEFs.

Security at any location utilized by the Department for MEFs should include duplication of the level of security that had been in place at the primary facility. When utilizing a facility under the control of another City department, LAPD will follow any existing security measures at that location. At a minimum, employee ID or proof of identification will be required.

2. Department Systems

Any location utilized by the LAPD for execution of MEFs should have systems that ensure the Department can carry out core services. These systems include both IT controlled systems and isolated systems under Department control only. Current systems at LAPD primary and alternate facilities are listed in Table 7.

Table 7: Department Systems

System Name	Current Location	Alternate Locations
PAB Internet Servers	100 West 1 st Street, Los Angeles, CA 90012	ITD
RACR Internet Servers	500 East Temple Street, Los Angeles, CA 90012	ITD
Geographical Areas Internet Servers	(Various locations – See Appendix D)	ITD

3. Critical Communications Modes

Several types of communication modes have been determined to be critical to the mission essential functions for LAPD. These hard wired, cellular, and internet based systems ensure LAPDs' connectivity to carry out their necessary responsibilities, communicate with Department personnel, and inform the public of any impacts to services. A list of critical communications modes and their backup locations can be found in Appendix E.

4. Vital Files, Records, and Databases

This section will identify and describe the back-up protection procedures of vital files, records, systems, data management software, databases, and equipment (including sensitive, restricted, or confidential data as defined by the City or other regulations) necessary to perform MEFs. The listed required systems must be maintained or resumed if impacted during an emergency and are key elements in continuity of operations planning.

Vital records are defined as those "records necessary to continue, to reconstruct, or to resume the essential operational functions of the City government and to maintain public health, safety and order in the event of a public disaster (Los Angeles Administrative Code, Div. 12.1)." Information resides in various physical and electronic media including paper, microfilm/microfiche, magnetic tape, magnetic disk, optical disk, and compact disk. In addition, procedures ensure that records are maintained and updated regularly. These procedures also identify how emergency operating records and databases are made available to qualified personnel.

The LAPD will build contingencies to carry out MEFs in situations ranging from full technological capability, all the way down to situations requiring the use of a manual documentation process. The categories of LAPD's vital files, records, systems or databases essential to the Department's critical operation are identified in Appendix G and the Information Technology Division (ITD) will ensure that these records are maintained and updated as needed.

Appendix G lists vital files, records, databases such as personnel files, City legal records, compliance databases, City plans, employee forms required by law, contracts.

E. Reconstitution to Normal Operations

When the performance of MEFs is adequately underway and any transition to alternate facilities is completed, Department recovery planning should begin in order to ensure a coordinated transition back to normal operations as directed by the Office of the Mayor.

When the threat or actual emergency no longer exists, the COP (or their designee) will provide instructions to staff on the procedures to resume normal operations. All LAPD personnel will be notified via the same processes outlined in Section VI: B, Notifications. All departments shall review and reference the Department Reconstitution Checklist in Attachment B.

VII. Test, Training, and Exercises

The development of training and periodic exercises to validate this COOP will guarantee that personnel are adequately trained. It also ensures an effective identification of the necessary resources, equipment, and systems to support mission essential functions. In order to accomplish this, employee training will be conducted, followed by periodic testing of all alert and notification procedures. In conjunction with periodic testing, the Department will conduct periodic exercises to test COOP implementation, relocation, capabilities of the alternate location, and interoperable communications. Utilizing the After Action reporting process, the LAPD COOP will be updated with the improvements from lessons learned.

VIII. COOP Maintenance

The Emergency Operation Division- Emergency Preparedness Unit (EPU) will review and update the plan on an annual basis. Annual updates will include any changes to COOP procedures, COOP Team members, resources and communication systems at the primary and alternate location, Department or City policies, and other essential COOP elements. A current approved COOP must be submitted each year.

The COP, or their designee, shall approve all changes to the COOP. The annual approval date and additional revisions made throughout the calendar year will be documented on the "Record of Changes" page.

A revised COOP shall be distributed to Department staff after approval via email. A hard copy of the LAPD COOP can be found at the following address:

Emergency Operations Division (EOD)
Emergency Preparedness Unit (EPU)
Police Administration Building
100 West First Street Room 358
Los Angeles, CA 90012

Department personnel may view an electronic copy of the COOP by accessing the Department's intranet homepage.

All departments are required to submit an electronic and hard copy of their updated, approved COOP to the Emergency Management Department's Planning Unit.

Due to the sensitive information contained in this COOP, the COP will also ensure that distribution of this plan is limited to employees of LAPD and an accounting of those who have access to the plan is maintained.

Table 8: COOP Maintenance Responsibilities

Task	Position Responsible
Plan Review and Approval	LAPD Emergency Operations Division- EPU Unit
Annual Update and Submission	November 1, Annual Update and Submission
Identification of MEFs	COOP Committee Members
Facility Logistics	Facility Management Department
Plan Training and Exercise	LAPD Emergency Operation Division

Table 9: COOP Maintenance Activities

Activity	Tasks	Frequency
Plan update	<ul style="list-style-type: none"> Review entire plan for accuracy Incorporate lessons learned and changes in policy and philosophy Update Orders of Succession/Delegation of Authorities Manage distribution of plan updates 	Annually
Checklists	Update and revise checklists	Annually
Change in COOP Team and Contingency staff	Provide an orientation and training	As changes occur
Train other new staff members	<ul style="list-style-type: none"> Provide an orientation Schedule participation in all training and exercise events 	Within 90 days of hire or transfer date
Maintain alternate work site readiness (for departments with Essential Functions)	<ul style="list-style-type: none"> Check all systems Verify access codes and systems Cycle supplies and equipment as needed Ensure alternate facility/location availability Review and update supporting Memoranda of Understanding/Agreements 	Annually

IX. Appendices

Appendix A: Authorities and References

- California Emergency Services Act.
- California State Law (Section 3100-3109).
- Department of Homeland Security Management Directive 9300.1, Continuity of Operations Programs and Continuity of Government Functions.
- Executive Order 12148, Federal Emergency Management, July 20, 1979, as amended.
- Homeland Security Act of 2002, PL 107-296, enacted November 25, 2002.
- Los Angeles Charter and Administrative Code.
- Mayoral Executive Directive No. 16.
- National Continuity Policy Implementation Plan, August 2007.
- National Response Framework, January 2008.
- National Security Act of 1947, 50 U.S.C. 401, as amended.
- National Security Presidential Directive-51/Homeland Security Presidential Directive-20 National Continuity Policy, May 2007.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, et seq.).

Appendix B: Supporting Documents (Including MOAs/MOUs/Emergency Contracts)

Please provide a list of your agency's emergency contracts. For example, if you have emergency food, fuel, alternate facility contracts, specify the following information in the table below:

Agreement Type	Contract Name	Contract #	Contract Term
Memorandum of Understanding	Captains and Above	No. 25	07/01/2014 – 06/30/2018
Memorandum of Understanding	Lieutenants and Below	No. 24	11/22/2010 – 12/22/2015
Memorandum of Agreement	Los Angeles County	None	11/22/2010 – 12/22/2015
Memorandum of Agreement	Los Angeles Fire Dept – Force Protection	None	06/22/2010 - until modified/terminated
Memorandum of Agreement	LA School Police Department – Investigative Responsibility	None	09/19/2005 - until modified/terminated
Memorandum of Agreement	Department of Transportation	None	04/07/2010 - until modified/terminated
Memorandum of Agreement	Parks and Recreational Facilities	None	03/13/2000 - until modified/terminated
Memorandum of Agreement	Valley Trauma Center	None	01/01/2013 - until modified/terminated
Memorandum of Agreement	Housing Authority of the City of LA (HACLA)	None	09/20/2011 – 09/20/2016
Memorandum of Agreement	Los Angeles World Airports (LAWA)	None	05/31/2013 - until modified/terminated
Memorandum of Agreement	Public Works	None	09/18/2008 - until modified/terminated

Memorandum of Agreement	University of California, Los Angeles (UCLA)	None	07/01/2011 – 06/30/2016
Memorandum of Agreement	University of Southern California (USC)	None	04/21/2015 – 04/21/2016
Memorandum of Agreement	California State University, Northridge	None	11/01/2009 – 11/01/2016
Memorandum of Agreement	Eastlake Juvenile Facility – Contingency Plan	None	01/18/1993 - until modified/terminated
Memorandum of Agreement	City of Long Beach	None	12/02/1997 - until modified/terminated
Memorandum of Agreement	California Dept of Corrections	None	07/14/2013 - until modified/terminated
Memorandum of Agreement	California Dept of Corrections and Rehabilitation – CA State Parole Division	None	10/25/2009 - until modified/terminated
Memorandum of Agreement	Dept of the Army, 311 th Expeditionary Sustainment Command	None	Until modified/terminated

Appendix C: Orders of Succession Contact List

Appendix C identifies positions which have full authority to make decisions on behalf of the COP during an emergency, should the Chief be unable to fulfill their responsibilities.

Order of Succession	Position Title	Name	Phone Number
1	First Assistant Chief, Director, Office of Operations	Earl Paysinger	(213) 486-8440
2	Assistant Chief, Director, Office of Administrative Services	Michel Moore	(213) 486-8410
3	Assistant Chief, Director, Office of Operations	Jorge Villegas	(213) 486-0100

Appendix D: Department Facilities/Locations

Appendix D identifies all facilities/locations utilized by LAPD. Facilities listed are listed in alphabetical order.

Entity	Address	Critical Facility? (Y/N)	Alternate Location 1	Alternate Location 2
77 th Street Area	7600 South Broadway, Los Angeles 90003	Yes	Jesse Owens Park 9651 South Western CA, 90047	Mount Carmel Park 830 West 70 th St Los Angeles, CA 90044
Administrative Investigations Division	304 South Broadway, Room 225, Los Angeles 90013		CIS Valley 2817 West Empire Avenue, Burbank 91504	AIS South 3761 Stocker Street, Suite 200, Los Angeles 90008
Administrative Services Bureau	100 West First Street, Room 639, Los Angeles 90012		Motor Transport Division (MTD) 260 South Main Street, Mezzanine Level, Los Angeles 90012	MCDC 100 North Los Angeles Street, Los Angeles 90012
Air Support Division	555 Ramirez Street, Space 475, Los Angeles 90012	Yes	City of Los Angeles Heliport 16621 Arminta Street Van Nuys 91406	Van Nuys Airport 16461 Sherman Way, Van Nuys 91406
Application Development and Support Division/ TEAMS II	100 West First Street, Room 831, Los Angeles 90012		Personnel Building 700 East Temple Street, Los Angeles 90012	No Secondary Site

Entity	Address	Critical Facility? (Y/N)	Alternate Location 1	Alternate Location 2
Audit Division/Internal Audits and Inspection Division (IAID)	221 North Figueroa Street, Suite 300, Los Angeles 90012		100 West First Street, Room 973, Los Angeles 90012	100 West First Street, Room 134, Los Angeles 90012
Behavioral Science Services	221 North Figueroa Street, Los Angeles, 90012		14410 Sylvan Street, Floor 8, Van Nuys 91401	Olympic Area 1130 South Vermont, Los Angeles 90006
Central Area	251 East Sixth Street Los Angeles 90014	Yes	Rampart Area 1401 West Sixth Street, Los Angeles 90017	Hollenbeck Area 2111 East First Street, Los Angeles 90033
Central Traffic Division	251 East Sixth Street, Los Angeles 90014		Rampart Area 1401 West Sixth Street, Los Angeles, 90017	Hollenbeck Area 2111 East First Street, Los Angeles, 90033
Chief of Staff	100 West first Street, Floor 10, Los Angeles 90012		Department Operations Center (DOC) 500 East Temple Street, Los Angeles 90012	ARTC 5651 W. Manchester Avenue, Westchester 90046
Commercial Crimes Division	100 West First Street, Room 530, Los Angeles 90012		Van Nuys Area 6240 Sylmar Avenue, Los Angeles 91401	ARTC 5651 West Manchester Avenue, Westchester 90046
Commission Investigation Division	100 West First Street, Room 147, Los Angeles 90012		100 West First Street, Room 146, Los Angeles, 90012	No Secondary Site
Communications Division	100 North Los Angeles Street, Los Angeles 90012.	Yes	For MCDC: VCDC 23001 Roscoe Boulevard, West Hills 91304	For Valley Communications Dispatch Center (VCDC): 100 North Los Angeles Street, Los Angeles 90012
Counter-Terrorism and Special Operations Bureau	100 West First Street, Floor 10, Los Angeles 90012		Elysian Park Facility 1800 North Academy Drive, Los Angeles 90012	Northeast Area 3353 San Fernando Road, Los Angeles 90065

Entity	Address	Critical Facility? (Y/N)	Alternate Location 1	Alternate Location 2
Criminal Gang and Homicide Division	7600 South Broadway, Los Angeles 90003		Southwest Area 1546 West Martin Luther King Jr. Boulevard, Los Angeles 90062	Harbor Area 2175 John S. Gibson Boulevard, San Pedro 90732
Criminal Investigations Section	201 North Figueroa Street, Room 500, Los Angeles 90012		CIS Valley 2817 West Empire Avenue, Burbank 91504	AIS South 3761 Stocker Street, Suite 200, Los Angeles 90008
Custody Services Division	180 North Los Angeles, Los Angeles 90012		77 th Area Jail 7600 South Broadway, Los Angeles 90003	Valley Regional Jail 6240 Sylmar Avenue, Van Nuys 91401
Detective Bureau	100 West First Street, Room 630, Los Angeles 90012		DOC 500 East Temple Street, Los Angeles 90012	Central Area 251 East Sixth Street, Los Angeles 90014
Detective Support and Vice Division	100 West First Street, Room 441, Los Angeles 90012		Rampart Area 1401 West Sixth Street, Los Angeles 90017	Central Area 251 East Sixth Street, Los Angeles 90014
Devonshire Area	10250 Etiwanda Avenue, Northridge 91325	Yes	Mission Area 11121 Sepulveda Boulevard, Mission Hills 91345	Topanga Area 21501 Schoenborn Street, Canoga Park 91304
Emergency Operations Division	100 West First Street, Floor 4, Los Angeles 90012		DOC 500 East Temple Street Los Angeles, 90012	Central Area 251 East Sixth Street, Los Angeles 90014
Emergency Services Division	2029 North Main Street, Los Angeles 90031		Valley Bomb Facility 11997 Blucher Avenue, Granada Hills 91344	Hollenbeck Area 2111 East First Street, Los Angeles 90033
Employee Assistance Unit	100 West First Street, Room 250, Los Angeles, 90012		OSB 7600 South Broadway, Los Angeles 90003	Central Area 251 East Sixth Street, Los Angeles 90014
Facilities Management Division	201 North Figueroa Street, Los Angeles 90012		100 West First Street, Los Angeles, 90012	No Secondary Site
Fiscal Operations Division	100 West First Street, Room 768, Los Angeles 90012		Piper Tech Supply Section 555 Ramirez Street, Space B20, Los Angeles 90012	For satellite units: 100 West First Street, Room 768, Los Angeles 90012

Entity	Address	Critical Facility? (Y/N)	Alternate Location 1	Alternate Location 2
Foothill Area	12760 Osborne Street, Pacoima 91331	Yes	Mission Area 11121 Sepulveda Boulevard, Mission Hills 91345	North Hollywood Area 11640 Burbank Boulevard, Los Angeles 91601
Force Investigation Division	304 South Broadway, Room 431, Los Angeles 90013		CIS Valley 2817 West Empire Avenue, Burbank 91504	AIS South 3761 Stocker Street, Suite 200, Los Angeles 90008
Forensic Science Division	1800 Paseo Rancho Castilla, Floor 2, Los Angeles 90032		New Division, no COOP or Standing Plan	
Gang and Narcotics Division	Central Area 251 East Sixth Street, Los Angeles 90014		Hollenbeck Area 2111 East First Street, Los Angeles 90033	Elysian Park Facility 1800 North Academy Drive, Los Angeles 90012
Harbor Area	2175 John S Gibson Boulevard, San Pedro 90731	Yes	Port Police Station 6320 West 96 th Street, Los Angeles 90045	Los Angeles Air Force Base 483 North Aviation Boulevard, El Segundo 90245
Hollenbeck Area	2111 East First Street, Los Angeles 90033	Yes	Newton Area 3400 South Central Avenue, Los Angeles 90011	Rampart Area 1401 West Sixth Street, Los Angeles 90017
Hollywood Area	1358 North Wilcox Avenue, Los Angeles 90028	Yes	Olympic Area 1130 South Vermont Avenue, Los Angeles 90066	Hollywood South Facilities
Information Technology Bureau	100 West First Street, Room 831, Los Angeles 90012		Personnel Building 700 East Temple Street, Los Angeles 90012	No Secondary Site
Information Technology Division	100 West First Street, Room 831, Los Angeles 90012		Personnel Building 700 East Temple Street, Los Angeles 90012	No Secondary Site

Entity	Address	Critical Facility? (Y/N)	Alternate Location 1	Alternate Location 2
Internal Affairs Group	304 South Broadway, Room 215, Los Angeles 90013		CIS Valley 2817 West Empire Avenue, Burbank 91504	AIS South 3761 Stocker Street, Suite 200, Los Angeles 90008
Juvenile Division	100 West First Street, Room 341, Los Angeles 90012		DOC 500 East Temple Street, Los Angeles 90012	Central Area 251 East Sixth Street, Los Angeles 90014
Legal Affairs Division	100 West First Street, Floor 10, Los Angeles 90012		ADMIN, CLS, ELS: 200 North Main Street, Floors 6 and 7, Los Angeles 90012	DIS: 201 North Los Angeles Street, Floor 3, Los Angeles 90012
Major Crimes Division	100 West First Street, Room 1043, Los Angeles 90012		DOC 500 East Temple Street Los Angeles, 90012	Central Area 251 East Sixth Street, Los Angeles 90014
Media Relations and Community Affairs Group	100 West First Street, Room 240, Los Angeles 90012		Elysian Park Facility 1800 North Academy Drive, Los Angeles 90012	Operations South Bureau (OSB) 7600 South Broadway, Los Angeles 90003
Metropolitan Division	251 East Sixth Street, Los Angeles 90014	Yes	Newton Area 3400 South Central Avenue, Los Angeles 90011	Hollenbeck Area 2111 East First Street, Los Angeles 90033
Mission Area	11121 Sepulveda Boulevard, Mission Hills 91345	Yes	Operations Valley Bureau (OVB) 7870 Nolan Place, Panorama City 91402	Devonshire Area 10250 Etiwanda Avenue, Northridge 91325
Motor Transport Division	260 South Main Street, Mezzanine Level, Los Angeles 90012		Central Garage 555 Ramirez Street, Space 112, Los Angeles 90012	Central Facilities 519 South Wall Street, Los Angeles 90013
Newton Area	3400 South Central Avenue, Los Angeles 90011	Yes	Council District 9 4301 South Central Avenue, Los Angeles 90011	77th Street Area 7600 South Broadway, Los Angeles 90003
North Hollywood Area	11640 Burbank Boulevard, Los Angeles 91601	Yes	Van Nuys Area 6240 Sylmar Avenue, Los Angeles 91401	Davis Training Facility 12001 Blucher Ave. Granada Hills 91344
Northeast Area	3353 San Fernando Road, Los Angeles 90065	Yes	Rampart Area 1401 West Sixth Street, Los Angeles 90017	Hollenbeck Area 2111 East First Street, Los Angeles 90033