

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE

1.15

December 17, 2014

TO: All Concerned Commanding Officers

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

SUBJECT: GUIDELINES FOR SUBMISSION OF EVENT/INCIDENT ACTION PLANS, AFTER-ACTION REPORTS AND ACCOUNTING FOR RESOURCES

The cost of policing special events and significant incidents within the City of Los Angeles is of paramount concern to the Department. Accurate record keeping related to personnel and resource deployments is vital to ensure the Department is compensated to the extent allowable for reimbursable events/incidents and also to ensure proper accountability for each occurrence.

Effective immediately, all Department personnel are to adhere to the following process: An Event Action Plan (EAP) shall be completed for any preplanned event requiring the deployment of **100** or more Department personnel. The EAP should be completed and submitted to the Director, Office of Operations (OO), prior to the event, for review and approval. After the approval by the Director, OO, the EAP should be forwarded to the Incident Commander (IC) for review and approval. After it is approved and signed by the Director, OO, and the IC, the final EAP should be submitted to Emergency Operations Division (EOD) prior to the event.

If the event will require less than 100 Department personnel, an Incident Briefing, Incident Command System (ICS) Form 201, should be completed. The ICS Form 201 will serve as the operational plan and guide for the event. It is essential that the ICS Form 201 accurately reflect the number and rank/paygrade of Department personnel deployed during the event. This information should be documented in the Resources Summary Section of the ICS Form 201. It should be noted that an EAP may be completed in lieu of an ICS Form 201, at the discretion of the involved geographic bureau.

All personnel regardless of rank who are assigned to an event should be documented on a Unit Log, ICS Form 214. Specifically, on ICS Form 214, Section 10 *Specialized and Less Lethal Department Munitions Deployed* and Section 11 *Assigned Vehicles* shall also be completed. The ICS Form 214 was modified in 2009 to allow for recording of the timekeeping information related to regular and overtime hours worked at the event, and it is the official record of the duties performed by those personnel for reimbursement purposes. Those listed personnel and timekeeping information should also be accurately recorded on the Check-In List for Personnel, ICS Form 211. Special event planners will generate an electronic ICS Form 214 with the corresponding ICS Form 211 when using the report feature within the Deployment Planning System. Pre-event planning process and post-event After-Action Report (AAR) preparation hours should be tracked on a chronological record.

No later than **45 calendar days** after the conclusion of the event/incident, the involved Area should:

- Forward the **signed original** EAP/Incident Action Plan (IAP) or ICS Form 201, along with all **original** Unit Logs, Check-In Lists for Personnel, and chronological records to the EOD for official records retention.
- Make **two copies** of those same documents and distribute them as follows:
 - One copy to the affected geographic bureau special events coordinator for records retention; and,
 - One copy for record retention at the involved Area.

In addition, an AAR is required for all tactical alerts, mobilizations and preplanned events/spontaneous incidents where an EAP or IAP was written. An AAR is not required for modified tactical alerts. No later than **45 calendar days** after the conclusion of the event/incident, the responsible geographic Area should complete an AAR that includes a Microsoft Excel spreadsheet providing an accurate recording of Department personnel deployed to the event/incident, to include the rank, name, serial number, division of assignment, regular hours worked and overtime hours worked at the event/incident. A spreadsheet exemplar is available upon request from Fiscal Operations Division. The completed AAR is to be distributed as follows:

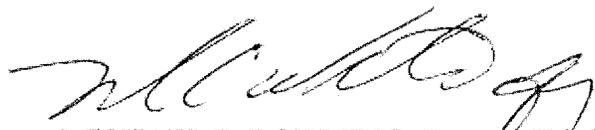
- Forward the **signed original** AAR and the spreadsheet to EOD for official records retention.
- Make **two copies** of the AAR and **three copies** of the spreadsheet and distribute them as follows:
 - One copy to affected geographic bureau special events coordinator for records retention;
 - One copy for records retention at the involved Area; and,
 - Excel spreadsheet only to the Commanding Officer, Fiscal Operations Division

NOTE: In the event any of the due dates referenced herein occur on a weekend or holiday, the document is due on the next business day.

This Notice revises the Special Operations Bureau Notice dated August 27, 2009, entitled *Special Event Personnel Tracking*. The Emergency Operations Guide will also be updated to reflect these new procedures.

Emergency Operations Division provides quarterly training for Department personnel who are tasked with authoring EAP/IAPs and AARs. Commanding officers are encouraged to nominate personnel to attend this course, and nominations can be submitted electronically to EODTRNG@LAPD.LACITY.ORG. In addition, a Portable Document Format (PDF) version of an actual EAP that is suitable as an exemplar is available upon request at the same address. If there are any questions regarding this Notice, please contact Lieutenant Maria Acosta, Emergency Management Section, EOD, at (213) 486-5730.

APPROVED:



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