

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

December 18, 2013

TO: All Staff and Command Officers

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

SUBJECT: 2014 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES

Emergency Operations Division (EOD) is responsible for reviewing and auditing Department Standing Plans and Continuity of Operations (COOP) 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 COOP 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 Calendar Year 2014, Standing Plans and COOP Plans will be due each month as assigned. These Plans shall be updated and maintained annually and COOP 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 EOD by the due date indicated.

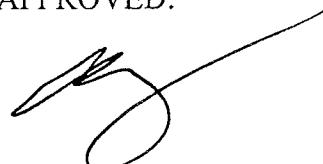
It is recommended that Bureaus initiate a project to ensure that their subordinate commands submit their completed Plans via the appropriate chain of command and approval processes. Bureaus are reminded to maintain copies of their entities Standing Plans and COOP Plans.

If there are any questions regarding this matter, please contact the Emergency Preparedness Unit, EOD, or Lieutenant Maria Acosta, Emergency Management Section, EOD, at (213) 486-5730.

APPROVED:



MICHAEL P. DOWNING, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau



STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

2014 Standing Plans and Continuity of Operations Plans Submission Deadlines

| ENTITY | SUBMISSION DEADLINE TO EOD |
|---|----------------------------|
| POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION | JANUARY 17, 2014 |
| POLICE COMMISSION/INSPECTOR GENERAL | |
| OFFICE OF THE CHIEF OF POLICE | |
| CHIEF OF STAFF | |
| EMPLOYEE RELATIONS GROUP | |
| MEDIA RELATIONS AND COMMUNITY AFFAIRS GROUP | |
| REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION | |
| PROFESSIONAL STANDARDS BUREAU | FEBRUARY 14, 2014 |
| INTERNAL AFFAIRS GROUP | |
| CRIMINAL INVESTIGATIONS DIVISION | |
| ADMINISTRATIVE INVESTIGATIONS DIVISION | |
| FORCE INVESTIGATION DIVISION | |
| SPECIAL ASSISTANT FOR CONSTITUTIONAL POLICING | |
| FISCAL OPERATIONS DIVISION | |
| RISK MANAGEMENT DIVISION | MARCH 14, 2014 |
| PLANNING AND RESEARCH DIVISION | |
| INTERNAL AUDITS AND INSPECTION DIVISION | |
| OFFICE OF ADMINISTRATIVE SERVICES | |
| BEHAVIORAL SCIENCE SERVICES SECTION | |
| EMPLOYEE ASSISTANCE UNIT | |
| OFFICER REPRESENTATION SECTION | |
| WORK ENVIRONMENT LIAISON UNIT | APRIL 18, 2014 |
| USE OF FORCE REVIEW DIVISION | |
| INFORMATION TECHNOLOGY BUREAU | |
| INFORMATION TECHNOLOGY DIVISION | |
| APPLICATIONS DEVELOPMENT AND SUPPORT DIVISION | |
| ADMINISTRATIVE SERVICES BUREAU | |
| FACILITIES MANAGEMENT DIVISION | |
| MOTOR TRANSPORT DIVISION | MAY 16, 2014 |
| COMMUNICATIONS DIVISION | |
| RECORDS AND IDENTIFICATION DIVISION | |
| PERSONNEL AND TRAINING BUREAU | |
| PERSONNEL GROUP | |
| PERSONNEL DIVISION | |
| RECRUITMENT AND EMPLOYMENT DIVISION | |
| TRAINING DIVISION | JUNE 20, 2014 |
| OFFICE OF OPERATIONS | |
| OPERATIONS-CENTRAL BUREAU | |
| CENTRAL AREA | |
| RAMPART AREA | |
| HOLLENBECK AREA | |
| NORTHEAST AREA | |

2014 Standing Plans and Continuity of Operations Plans Submission Deadlines

| ENTITY | SUBMISSION DEADLINE TO EOD |
|---|----------------------------|
| NEWTON AREA | |
| CENTRAL TRAFFIC DIVISION | |
| OPERATIONS-WEST BUREAU | |
| WILSHIRE AREA | |
| HOLLYWOOD AREA | |
| WEST LOS ANGELES AREA | |
| OLYMPIC AREA | |
| PACIFIC AREA | |
| LAX FIELD SERVICES DIVISION | |
| WEST TRAFFIC DIVISION | |
| OPERATIONS-VALLEY BUREAU | |
| VAN NUYS AREA | |
| MISSION AREA | |
| NORTH HOLLYWOOD AREA | |
| FOOTHILL AREA | |
| DEVONSHIRE AREA | |
| WEST VALLEY AREA | |
| TOPANGA AREA | |
| VALLEY TRAFFIC DIVISION | |
| OPERATIONS-SOUTH BUREAU | |
| CRIMINAL GANG AND HOMICIDE DIVISION | |
| 77TH STREET AREA | |
| SOUTHWEST AREA | |
| HARBOR AREA | |
| SOUTHEAST AREA | |
| SOUTH TRAFFIC DIVISION | |
| OFFICE OF SPECIAL OPERATIONS | |
| PROPERTY DIVISION | |
| JAIL DIVISION | |
| SECURITY SERVICES DIVISION | |
| DETECTIVE BUREAU | |
| ROBBERY HOMICIDE DIVISION | |
| SCIENTIFIC INVESTIGATION DIVISION | |
| JUVENILE DIVISION | |
| GANG AND NARCOTICS DIVISION | |
| DETECTIVE SUPPORT AND VICE DIVISION | NOVEMBER 21, 2014 |
| COMMERCIAL CRIMES DIVISION | |
| COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU | |
| METROPOLITAN DIVISION | |
| AIR SUPPORT DIVISION | |
| EMERGENCY OPERATIONS DIVISION | |
| MAJOR CRIMES DIVISION | |
| EMERGENCY SERVICES DIVISION | |