

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

N O T I C E
16.2

January 5, 2017

TO: All Commanding Officers

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

SUBJECT: 2017 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES

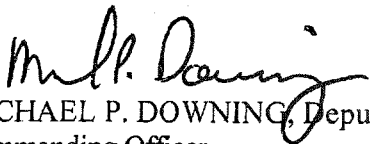
Emergency Operations Division (EOD) is responsible for reviewing and auditing Department Standing Plans and Continuity of Operations Plans. Standing Plans include procedures contained within the Emergency Operations Guide and the Department Manual concerning emergency control plans, single-use plans, 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 Calendar Year 2017, Standing Plans and Continuity of Operations Plans will be due each month as assigned. 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 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 Continuity of Operations Plans.

If there are any questions regarding this matter, please contact Sergeant II Michael Hammett, Officer in Charge, Emergency Preparedness Unit, EOD, at (213) 486-5730.

APPROVED:



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



SEAN W. MALINOWSKI, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

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**2017 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES**

ENTITY	SUBMISSION DEADLINE TO EOD
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	Monday, January 23, 2017
POLICE COMMISSION/INSPECTOR GENERAL	
OFFICE OF THE CHIEF OF POLICE	
CHIEF OF STAFF	
EMPLOYEE RELATIONS GROUP	
OFFICE OF CONSTITUTIONAL POLICING AND POLICY	Monday, February 20, 2017
AUDIT DIVISION	
COMMUNITY POLICING AND POLICY GROUP	
POLICIES AND PROCEDURES DIVISION	
COMMUNITY RELATIONSHIP DIVISION	
PUBLIC COMMUNICATIONS GROUP	
MEDIA RELATIONS DIVISION	
RISK MANAGEMENT AND LEGAL AFFAIRS GROUP	
LEGAL AFFAIRS DIVISION	
RISK MANAGEMENT DIVISION	
PROFESSIONAL STANDARDS BUREAU	
INTERNAL AFFAIRS GROUP	
ADMINISTRATIVE INVESTIGATIONS DIVISION	
CRIMINAL INVESTIGATIONS DIVISION	
FORCE INVESTIGATION DIVISION	
OFFICE OF ADMINISTRATIVE SERVICES	Monday, March 20, 2017
BEHAVIORAL SCIENCE SERVICES	
COMPSTAT DIVISION	
FISCAL OPERATIONS DIVISION	
REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION	
USE OF FORCE REVIEW DIVISION	
INFORMATION TECHNOLOGY BUREAU	Monday, April 24, 2017
APPLICATION DEVELOPMENT AND SUPPORT DIVISION	
INFORMATION TECHNOLOGY DIVISION	
POLICE SCIENCES AND TRAINING BUREAU	
POLICE TRAINING AND EDUCATION	
TRAINING DIVISION	
ADMINISTRATIVE SERVICES BUREAU	Monday, May 22, 2017
COMMUNICATIONS DIVISION	
FACILITIES MANAGEMENT DIVISION	
MOTOR TRANSPORT DIVISION	
PERSONNEL DIVISION	
RECRUITMENT AND EMPLOYMENT DIVISION	
RECORDS AND IDENTIFICATION DIVISION	