

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

September 5, 2012

TO: All Staff and Command Officers

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


SUBJECT: 2013 STANDING PLANS AND CONTINUITY OF OPERATIONS PLANS
SUBMISSION DEADLINES

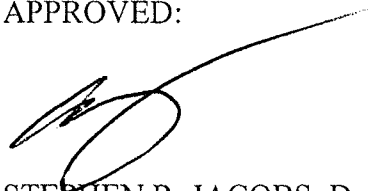
Emergency Operations Division (EOD) is responsible for reviewing and auditing all Department Standing Plans and Continuity of Operations (COOP) Plans. For Calendar Year 2013, Standing Plans and COOP Plans will be due each month as assigned on the attachment. These Plans shall be updated and maintained annually and COOP Plans shall be stored as an addendum to the Standing Plans. One complete, **unredacted**, hard copy of the each Plan along with a compact disk containing the Portable Document Format (PDF) of the same Plans shall be submitted to EOD by the due date indicated on the attachment. The Plans will be audited by EOD personnel and commands will be notified of any items found in the audit requiring amendment to the submitted Plans.

Please ensure that confidential mobilization rosters and other references containing employees' personal addresses/telephone numbers are **redacted** from the PDF version as the PDF version will be posted on the Department's Local Area Network. For those entities that have confidential personnel and/or confidential worksites, the concerned Bureau Commanding Officer shall ensure that both Plans are updated and maintained appropriately for the confidential entity and that entity will not be required to forward those plans to EOD. 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 an **unredacted** hard copy of their entities Standing Plans and COOP Plans as well.

If there are any questions regarding this Notice, 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

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2013 Standing Plans and Continuity of Operations Plans Submission Deadlines

ENTITY	SUBMISSION DEADLINE TO EOD
POLICE COMMISSION/COMMISSION INVESTIGATION DIVISION	JANUARY 18, 2013
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	
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, 2013
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	
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, 2013
COMMUNICATIONS DIVISION	
RECORDS AND IDENTIFICATION DIVISION	
PERSONNEL AND TRAINING BUREAU	
PERSONNEL GROUP	
PERSONNEL DIVISION	
RECRUITMENT AND EMPLOYMENT DIVISION	
TRAINING DIVISION	
OFFICE OF OPERATIONS	
OPERATIONS-CENTRAL BUREAU	
CENTRAL AREA	
RAMPART AREA	
HOLLENBECK AREA	
NORTHEAST AREA	

2013 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, 2013
COMMERCIAL CRIMES DIVISION	
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU	
METROPOLITAN DIVISION	
AIR SUPPORT DIVISION	
EMERGENCY OPERATIONS DIVISION	
MAJOR CRIMES DIVISION	
EMERGENCY SERVICES DIVISION	