

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
1.15

September 8, 2011

TO: All Concerned Commanding Officers

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


SUBJECT: ANNUAL SUBMISSION OF CONTINUITY OF OPERATIONS PLANS


All commanding officers shall ensure that Continuity of Operations Plans (COOP) are reviewed and updated as appropriate and submitted to Emergency Operations Division. Emergency Operations Division (EOD) is responsible for the annual review and approval of all Department entities' COOP. The PDF version of all plans shall be electronically submitted to EODEPU@LAPD.LACITY.ORG, no later than **October 28, 2011**.

The COOP project was initiated in September 2008. The last of the ten COOP workshops was completed in January 2010. The purpose of the workshops was to provide Department personnel with relevant materials including step-by-step instructions and assist assigned personnel with completing the required documents, as guided by the COOP plan. If remedial training is needed, EOD will work with each individual command on a case-by-case basis to help complete the COOP.

If there are any questions regarding this Notice, please contact Sergeant Matthew MacWillie or Lieutenant Maria Acosta, 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

DISTRIBUTION "B"