

## OFFICE OF OPERATIONS

NOTICE NO. 19

April 24, 1997

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: COMMUNICATIONS SYSTEM DEGRADATION PROCEDURES

RECEIVED

EFFECTIVE: Immediately

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PURPOSEPLANNING AND RESEARCH  
DIVISION

This Notice activates the Communications System Degradation Procedures Manual which was prepared by the Emergency Command Control Communications System Division (ECCCSO) to serve as a guide for watch commanders in the event that one or more of the Department's communications systems experience failure.

INFORMATION

The Manual identifies the three main types of system failures that are most likely to impact field operations. Additionally, it provides a detailed description of possible symptoms that may be observed following a systems failure and outlines the necessary corrective actions to be taken to adequately resolve the problem.

PROCEDURESArea and Traffic Division Commanding Officers

Commanding officers shall be responsible for ensuring that:

- \* A copy of the Manual is located near the Standing Plans in the watch commander's office;
- \* The ECCCSO is contacted to arrange for a time and date in which supervisors will be trained on the material presented in the Manual. The training should be scheduled during a regularly scheduled supervisors meeting;
- \* Station personnel and supervisors are familiar with the Manual and its contents;

\* Regular audits of all Modular Automatic Number Identification (MANI)/ Automatic Location Identification (ALI) Retrieval Systems (MAARS) and the Tactical Area Communications Package (TAC PAC) equipment are conducted to ensure that the equipment is operating properly and that any malfunctions are promptly reported;

\* Supervisors at West Los Angeles, Van Nuys, and Southwest Areas are familiar with the procedures required to activate the "Voice Radio Bureau Fallback Switch"; and

**Note:** The Operations-Central Bureau fallback switch is activated by personnel assigned to Communications Division.

\* Keys for the telephone equipment cabinet are readily available to all watch commanders and supervisors on a 24 hour basis. Additionally, commanding officers shall ensure that all supervisors are familiar with the location of, and procedures for, activating the MAARS 9-1-1 Backup Telephone Switch.

Attached is a MAARS 9-1-1 Backup Activation Plan prepared by ECCCS for Central Area. Each Area and traffic division commanding officer shall use this plan as an exemplar for preparing similar plans for their commands.

The plans should reflect the specific location of equipment and supplies described in the exemplar. A copy of the completed plan shall be included as a part of the Area Standing Plans Binder. Also, a copy of the plan shall be forwarded to the Commanding Officer, Communications Group, Mail Stop #424.

If you have any questions regarding the contents of the Manual, please contact Ms. Linda L. Bunker, Director of Systems, Commanding Officer, ECCCS Division, at (213) 485-4452.



BAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

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