

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 603	Rescinds: 01/05/17
Subject: Continuity Of Operations Plan (COOP)	NYS Accreditation: 58.3
Effective Date: 06/19/2019 By Order Of: Stuart W. Peenstra, Chief of Police	

The Seneca Falls Police Department has prepared a comprehensive and effective Continuity of Operations Plan to ensure that essential operations can be performed during an emergency situation that may disrupt normal operations. This plan was developed to establish policy and guidance to ensure the execution of mission-essential functions and to direct the relocation of personnel and resources to an alternate facility capable of supporting operations. The plan outlines procedures for the delegation of authority, alternate operations and communications locations, management of vital records and a recovery to normal operations.

The Seneca Falls Police Department has essential operations and functions that must be performed, or rapidly and efficiently resumed, in a disaster or emergency. Emergency events can quickly interrupt, paralyze, and/or destroy the ability to perform these essential operations. While the impact of these emergencies cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our personnel, our facilities, our services, and our mission.

These essential functions include, but are not limited to: **(58.3.A)**

1. Maintain telephone communication lines for the public to reach the department for emergency calls.
2. Continuation of emergency police services and law enforcement in an environment that is threatened, diminished or incapacitated.
3. Respond to the scene of any disaster or unusual occurrence pursuant to General Order 601 of the Seneca Falls Police Department General Orders.
4. When necessary, initiate emergency personnel activation pursuant to section 296 of the Seneca Falls Police Department General Orders.
5. Notify town officials, media and other service providers in the event that the Seneca Falls Police Department primary facility has been temporarily relocated.

ASSUMPTIONS

- A major emergency or disaster could happen at any time.
- Adverse conditions could cause a much larger than expected demand for certain services, internal and external to the Department.
- The COOP plan may be activated at any time with little advance notice or warning.
- An emergency condition may require immediate activation of the COOP and the relocation of operations to a designated alternate location.
- Mobile communications capabilities may be used in the interim during relocation until interoperable communications can be re-established at an alternate location.
- The alternate location will be adequately staffed and operational within 12 hours.
- The alternate operations location may need to remain operational for an extended period of time.
- A majority of systems supporting daily Department functions may not be available.
- Emergency Management Assistance and state and federal resources may not be available within the first 72 hours of activation.
- In an emergency, outside assistance could be interrupted or unavailable.
- Following the declaration of an emergency or crisis requiring relocation, non-emergency Department activities may be discontinued.

AUTHORITY AND CHAIN OF COMMAND (58.3.B)

The Chief of Police or the Lieutenant has the authority to activate the COOP plan. In the event that normal chains of command are disrupted, the most senior Supervisor or Officer on duty will temporarily assume command until relieved in accordance with normal organizational structure.

In the event of a COOP plan activation, the Chief of Police or Lieutenant shall notify the Town of Seneca Falls Supervisor of the activation and the nature of the emergency warranting the activation.

ALTERNATE OPERATIONS AND COMMUNICATIONS LOCATION (58.3.C)

The alternate operations location shall be the Seneca Falls Fire Department West Station located at 43 West Bayard Street Seneca Falls, NY 13148. The primary landline at this location is (315) 568-2319. Equipment at that facility will give the agency the ability to maintain communications and continue to provide emergency police services.

Equipment pre-positioned at the Seneca Falls Fire Department West Station will include: **(58.3.D)**

- Cable TV access
- Internet access
- Landline telephones
- Weather radio
- Fax machine
- Generator

Additional equipment to be transported will include: **(58.3.D)**

- Cellular telephones
- Handheld portable radios
- Laptop computers

VITAL RECORDS AND DATABASES (58.3.E)

Vital records and databases identified as critical to supporting mission essential functions, both paper and electronic, have been identified and will be maintained, updated and stored in secure offsite locations.

Personnel and financial records are regularly updated by the Town of Seneca Falls Clerk and Financial Department and secured offsite and may be made available on request.

Emergency operating records and databases as well as the Seneca Falls Police Department's internal electronic records management system are backed-up daily and maintained offsite and are accessible via internet access.

RECOVERY TO NORMAL OPERATIONS (58.3.F)

As soon as possible (within 24 hours) following a COOP plan activation and/or relocation, the Chief of Police will initiate operations to salvage, restore and recover the primary Seneca Falls Police Department headquarters. A return to normal agency operations will commence when the PSC determines that the emergency situation has ended and is unlikely to reoccur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- Continue to perform mission essential functions at the alternate facility.
- Begin an orderly return to the primary Seneca Falls Police Department Headquarters
- Begin to establish plans for normal operations at a different primary facility.

TRAINING AND REVIEW (58.3.G)

Copies of this plan will be made available to all personnel for review and training.

The Chief of Police and Lieutenant will review the COOP plan and the department emergency personnel activation plan at least once every five years. (Revised: 06/19/2019)

REFERENCES

New York State Accreditation Standard: 58.3
Seneca Falls Police Department Guide G.O. 601
Seneca Falls Police Department Guide G.O. 296