



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
POLICE DEPARTMENT  
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ALBANY, NEW YORK 12210



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**CONTINUITY OF OPERATIONS PLAN**  
**GENERAL ORDER NO: 3.9.30**

<b>Issue Date:</b> October 1, 2019	<b>Effective Date:</b> October 1, 2019
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<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 4

**PURPOSE:** The purpose of this policy is to establish procedures for the department to effectively operate in the instance of an emergency or disaster situation.

**POLICY:** It is the policy of the Albany Police Department to have an operations plan that will allow for normal functioning in the event of a natural disaster or other emergency situation.

**I. OVERVIEW**

- A. The operations of the Albany Police Department can be impacted by a variety of emergencies or disaster situations. Some emergency situations may be insignificant in nature, requiring little action to mitigate, while other emergencies may have a significant impact on the agency/organization and may include the loss of life.
- B. The origin of the hazards may be internal or external and may have a substantial impact on the agency/organization as well as the local community and support vendors.
- C. This plan identifies the required elements to effectively prepare for, respond to and recover from an emergency or disaster situation and to ensure that the department can maintain its Mission Essential Functions (MEF); which are;
  - 1. Respond to emergency situations;
  - 2. Maintain security of citizens;
  - 3. Safeguard the evidentiary nature of records, items in care and control of the department;
  - 4. Prevent/minimize loss of life and property during an emergency/disaster; and
  - 5. Communicate with other emergency responders.

**II. SCOPE**

- A. This continuity plan applies to the functions, operations, and resources necessary to ensure the continuation of the MEF's in the event normal operations

at the primary operating facility are disrupted.

- B. This plan does not apply to the actions facility occupants should take to ensure their safety if an emergency threatening employee safety should occur.
- C. This plan applies to all employees of the Albany Police Department and all department facility/buildings.

### **III. SITUATION**

- A. The Albany Police Department operates from a main Headquarters as well as multiple off-site stations. In certain situations, a facility may be exposed to certain hazards. The occurrence of such hazards may have a severe impact on the agency, the facility, the systems operations and the staff that may be called upon to support agency operations.
- B. These hazards may be natural, technological or human caused and may come from an internal or external source. They have a significant effect that disrupts or disables the facility to the extent that the department cannot operate normally.
  - 1. Protective action or abandonment of the facility (partial or complete) may be required.
  - 2. Disruptions to external services such as utilities, telecommunications, etc., may also render the facility inoperable.

### **IV. ASSUMPTIONS**

- A. Vital agency/organization functions will need to be carried out regardless of the extent of damage or impact of the emergency.
- B. Essential functions that are impacted will need to be recovered in order of priority. As such, some functions may come back online right away, while others may have to wait.

### **V. CONCEPT OF OPERATIONS**

#### **A. Delegation of Authority**

- 1. The Chief of Police, or his designee, has the authority to activate this plan. In the event that normal chains of command are disrupted, the on-duty supervisor or senior officer on duty will temporarily assume command until relieved in accordance with normal organizational structure.
- 2. In the event of plan activation, the Chief of Police or his designee will notify the Mayor of the activation and the nature of the emergency warranting the activation.

#### **B. Alternate Operations and Communications Locations**

- 1. Upon activation of the plan the primary alternate operating location will be dependent on the facility affected.

- a. Headquarters will operate out of the most viable station, depending on the situation.
  - b. Center Station will operate out of Headquarters as the primary and South Station as the secondary location.
  - c. South Station will operate out of Headquarters as the primary and Center Station as the secondary location.
  - d. Communications will operate out of unit 700 as the primary Albany County Dispatch Center as the secondary location.
2. Additionally, the department will work with local landline and cellular providers to reroute cellular and hardline communications from the abandoned FPD facility to the alternate operating location.

#### **C. Vital Records and Databases**

1. 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.
2. Personnel and financial records are regularly updated by City Hall and secured offsite and may be made available on request.
3. Emergency operating records and databases as well as the department's internal electronic records management system are backed-up daily and maintained offsite and are accessible via internet access.

#### **D. Evidence and Property**

1. Should the viability and security of evidence and property maintained by the property custodian be endangered, the Chief of Police may order the relocation of these items to the alternate operating facility by the property custodian, or if unavailable, by a designee of the Chief of Police. In those instances, where a designee is utilized a second witness will be assigned.
2. The property custodian or designee will take care to maintain the chain of custody on all items moved from facility.

#### **E. Recovery to Normal Operations**

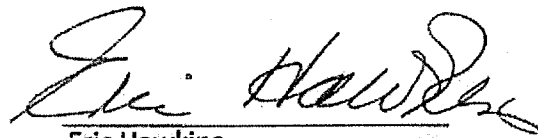
1. The Chief of Police will strive to return the agency to normal operations as soon as practical. This demobilization, or recovery, should occur when the original facility is habitable, or a new location or accommodation is established.
2. The Chief of Police will insure that any assets, evidence or property relocated as a result of the emergency move is returned and any inventories or chain of custody maintained.

### **VI. PLAN TRAINING AND MAINTENANCE**

- A. Every employee will receive a copy of this plan and be trained in its intent and their individual responsibilities relative to the execution of this plan in an

emergency.

- B.** The Chief of Police or his designee will cause this plan to be reviewed bi-annually to insure that it remains sound and current.

A handwritten signature in black ink, appearing to read "Eric Hawkins", written over a horizontal line.

Eric Hawkins  
Chief of Police