



UNITED STATES CAPITOL POLICE


WASHINGTON, DC 20510

INSPECTOR GENERAL

August 21, 2019

**MEMORANDUM**

**TO:** Steven A. Sund  
Chief of Police

**FROM:** Michael A. Bolton   
Inspector General

**SUBJECT:** Management Advisory: *Survey of the United States Capitol Police Continuity of Operations Program* (Investigative Number 2019-I-0004)

In accordance with our annual plan, the Office of Inspector General (OIG) conducted a survey of the United States Capitol Police (USCP or Department) Continuity of Operations (COOP) Program. Our primary objectives were to gain a better understanding of the USCP COOP Program and identify any areas suited for future detailed evaluations, inspections, or audits. Our scope included existing policies and procedures related to the USCP COOP Program.

To gain an understanding of the USCP COOP Program, we interviewed Department officials and reviewed available Department COOP guidance and planning documents, including those in draft form. We also researched and reviewed information related to the history of the COOP Program. As a legislative branch agency, many laws and regulations that apply to executive branch agencies do not apply to USCP. We believe, however, that those laws and regulations represent appropriate guidance and industry best practices. We, therefore, reviewed the Federal Emergency Management Agency (FEMA) guidance.

OIG gained a better understanding of the USCP COOP Program, including its history, responsible entities, and status. USCP began formal continuity planning in 2005 and adopted its first continuity plan in 2008. However, the Department has never had a comprehensive COOP plan identifying its mission essential functions and evaluated for compatibility. The USCP Command and Coordination Bureau (CCB) is the entity primarily responsible for the Department's continuity planning. CCB is in the process of developing a concept of operations (CONOPS) for USCP. According to Department officials, the CONOPS will document the daily operating requirements of all USCP divisions, sections, and units. Once complete, the Department will use the CONOPS to identify mission essential functions and develop a comprehensive COOP plan. The Department's timeline is to have an approved CONOPS document by April 2020 and an approved, comprehensive COOP plan by June 2021.

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Because the Department recently revamped its continuity planning process and does not yet have an approved, comprehensive COOP plan, OIG could not identify any areas suited for future projects. OIG will follow-up on the status of the Department's COOP program after the estimated COOP plan approval date of June 2021.

If you have any questions regarding this project, please contact me at [REDACTED]

cc:       Acting Assistant Chief Chad B. Thomas, Acting Chief of Operations  
          Mr. Richard Braddock, Chief Administrative Officer  
          [REDACTED] Audit Liaison