

Policy Name:	Contingency Planning
Policy Number:	33
Agency Name:	Westbrook Police Department
Effective Date:	08/11/2026
Revision Date:	
FBI CJIS Security Policy Section:	5.18 Contingency Planning (CP)

PURPOSE:

To establish guidelines for contingency planning for Information Technology (IT) resources and information systems for **Westbrook Police Department**.

POLICY:

This policy is applicable to all departments and users of IT resources and assets of **Westbrook Police Department**.

1. CONTINGENCY PLAN

The **Westbrook Police Department** shall:

- a. Develop a contingency plan for the system that:
 - a. Identifies essential mission and business functions and associated contingency requirements.
 - b. Provides recovery objectives, restoration priorities, and metrics.
 - c. Addresses contingency roles, responsibilities, assigned individuals with contact information.
 - d. Addresses maintaining essential mission and business functions despite a system disruption, compromise, or failure.
 - e. Addresses eventual, full system restoration without deterioration of the controls originally planned and implemented.
 - f. Addresses the sharing of contingency information.
 - g. Is reviewed and approved by **Westbrook Police Department** head or their designee.
- b. Distribute copies of the contingency plan to **Westbrook Police Department** personnel with contingency planning or incident response duties.
- c. Coordinate contingency planning activities with incident handling activities.
- d. Review the contingency plan for the system annually.
- e. Update the contingency plan to address changes to **Westbrook Police Department**, system, or environment of operation and problems encountered during contingency plan implementation, execution, or testing.

- f. Communicate contingency plan changes to **Westbrook Police Department** personnel with contingency planning or incident response duties.
- g. Incorporate lessons learned from contingency plan testing, training, or actual contingency activities into contingency testing and training.
- h. Protect the contingency plan from unauthorized disclosure and modification.
- i. Coordinate contingency plan development with **Westbrook Police Department** elements responsible for related plans.
- j. Plan for the resumption of essential mission and business functions within twenty-four (24) hours of contingency plan activation.
- k. Identify critical system assets supporting essential mission and business functions.

2. CONTINGENCY TRAINING

The **Westbrook Police Department** shall:

- a. Provide contingency training to system users consistent with assigned roles and responsibilities:
 - a. Within thirty (30) days of assuming a contingency role or responsibility.
 - b. When required by system changes.
 - c. Annually thereafter.
- b. Review and update contingency training content annually and following any security incidents involving unauthorized access to CJI or systems used to process, store, or transmit CJI, or training simulations or exercises.

3. CONTINGENCY PLAN TESTING

The **Westbrook Police Department** shall:

- a. Test the contingency plan for the system annually using the following tests to determine the effectiveness of the plan and the readiness to execute the plan: checklists, walk-through and tabletop exercises, simulations (parallel or full interrupt), or comprehensive exercises.
- b. Review the contingency plan test results.
- c. Initiate corrective actions, if needed.
- d. Coordinate contingency plan testing with organizational elements responsible for related plans.

4. ALTERNATE STORAGE SITE

The **Westbrook Police Department** shall:

- a. Establish an alternate storage site, including necessary agreements to permit the storage and retrieval of system backup information.
- b. Ensure that the alternate storage site provides controls equivalent to that of the primary site.
- c. Identify an alternate storage site that is sufficiently separated from the primary storage site to reduce susceptibility to the same threats.
- d. Identify potential accessibility problems to the alternate storage site in the event of an area-wide disruption or disaster and outline explicit mitigation actions.

5. ALTERNATE PROCESSING SITE

The **Westbrook Police Department** shall:

- a. Establish an alternate processing site, including necessary agreements to permit the transfer and resumption of operations for essential mission and business functions within the time period defined in the system contingency plan(s) when the primary processing capabilities are unavailable.
- b. Make available at the alternate processing site, the equipment and supplies required to transfer and resume operations or put contracts in place to support delivery to the site within the organization-defined time period for transfer and resumption.
- c. Provide controls at the alternate processing site that are equivalent to those at the primary site.
- d. Identify an alternate processing site that is sufficiently separated from the primary processing site to reduce susceptibility to the same threats.
- e. Identify potential accessibility problems to alternate processing sites in the event of an area-wide disruption or disaster and outlines explicit mitigation actions.
- f. Develop alternate processing site agreements that contain priority-of-service provisions in accordance with availability requirements (including recovery time objectives).

6. TELECOMMUNICATIONS SERVICES

The **Westbrook Police Department** shall:

- a. Establish alternate telecommunications services, including necessary agreements to permit the resumption of system operations for essential mission and business functions within the time period as defined in the system contingency plan(s) when the primary telecommunications capabilities are unavailable at either the primary or alternate processing or storage sites.
- b. Develop primary and alternate telecommunications service agreements that contain priority-of-service provisions in accordance with availability requirements (including recovery time objectives).

- c. Request Telecommunications Service Priority for all telecommunications services used for national security emergency preparedness if the primary and/or alternate telecommunications services are provided by a common carrier.
- d. Obtain alternate telecommunications services to reduce the likelihood of sharing a single point of failure with primary telecommunications services.

7. SYSTEM BACKUP

The **Westbrook Police Department** shall:

- a. Conduct backups of user-level information contained in operational systems for essential business functions as required by the contingency plans.
- b. Conduct backups of system-level information contained in the system as required by the contingency plans.
- c. Conduct backups of system documentation, including security- and privacy-related documentation as required by the contingency plans.
- d. Protect the confidentiality, integrity, and availability of backup information.
- e. Test backup information as required by the contingency plans to verify media reliability and information integrity.
- f. Implement cryptographic mechanisms to prevent unauthorized disclosure and modification of CJI.

8. SYSTEM RECOVERY AND RECONSTITUTION

The **Westbrook Police Department** shall:

- a. Provide for the recovery and reconstitution of the system to a known state within the timeframe as required by the contingency plans after a disruption, compromise, or failure.
- b. Implement transaction recovery for systems that are transaction-based.

ROLES AND RESPONSIBILITIES:

Local Agency Security Officer: Ensure that policies and procedures required by the FBI CJIS Security Policy are developed and maintained. Ensure that policies and procedures are disseminated and operationalized.

Westbrook Police Department Information Technology Staff: Develop, document, and disseminate to organizational personnel with contingency planning responsibilities:

Agency-level contingency planning policy that:

- (a) Addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and

(b) Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and

Procedures to facilitate the implementation of the contingency planning policy and the associated contingency planning controls.

Designate organizational personnel with information security responsibilities to manage the development, documentation, and dissemination of the contingency planning policy and procedures.

Review and update the current contingency planning:

1. Policy annually and following any physical, environmental, or security related incidents involving CJI or systems used to process, store, or transmit CJI; and
2. Procedures annually and following any physical, environmental, or security related incidents involving CJI or systems used to process, store, or transmit CJI.

Westbrook Police Department Personnel: All **Westbrook Police Department** personnel will understand what constitutes contingency planning.

COMPLIANCE:

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

REFERENCES:

National Institute of Standards and Technology (NIST) Special Publications
FBI CJIS Security Policy

CLEO or Agency Director

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