

COUNTY OF SANTA CLARA

Office of the Sheriff

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Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 20-17 (Mandated Training)

DATE: 05/05/2020

Sheriff's Office Personnel,

On March 30, 2020 all training was suspended throughout the office as an early proactive mitigation effort in response to COVID-19. As we continue to work closely with County Public Health in evaluating our agency operations we have determined that essential training can be resumed in a limited capacity following specific safety parameters. Effective immediately all mandated training including division training days can be resumed, provided the training is hosted internally or within a reasonable proximity to Santa Clara County and accessible by vehicle. Non-essential/desirable training will continue to be suspended until further notice. All employees attending training must continue to adhere to the following safety guidelines until further advised:

- Face Covering Required
- Social Distancing when feasible
- Frequent Hand Washing
- Sanitize Training Areas (Room, Keyboards, Vehicles etc.)

Sworn personnel who are required to complete a specific number of training hours to be compliant with POST and STC should work with the Training Division to schedule necessary training and or continue to satisfy training hours by completing online training courses. The Career Incentive Program deadline will remain extended to December 1, 2020 as previously authorized.

Range qualifications will resume with a reduced number of personnel allowed on the line as determined by the Rangemaster. General Order #12.01(B)(1)(h)(1) requires firearm qualifications on a biannual basis. Due to the closure of our range facility during the last 9 weeks, we recognize the adverse impact this has had on the ability to comply with this General Order. Therefore, the first half of the year as highlighted in the General Order (January-June) will be waived and sworn personnel will only be required to satisfy one firearm range qualification prior to December 30, 2020. We have received the new Glock firearms that were purchased at the beginning of the year and Range staff will begin scheduling necessary range time

for personnel to be issued their new firearm. This process will satisfy the qualification requirement for this calendar year and we will resume the biannual requirement starting January 2021.

We recognize the importance and value of mandated training for sworn and professional staff and hope that this new guidance will help ensure we can continue developing and refining our essential skills while maintaining a safe and healthy environment to mitigate exposure to COVID-19.