

COUNTY OF SANTA CLARA

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4605



Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 21-09, (Phased Demobilization, Forms Submission, Supply Request Update)

DATE: May 11, 2021

As the number of positive cases in COVID-19 continue to drop in Santa Clara County, the ICC will move into the next phase of its demobilization. The purpose of this directive is to provide an update for all staff on the changes that will take place tomorrow, Wednesday 5-12-21, and how to operate moving forward.

ICC Update / Forms Submission:

The ICC has been moved from the HQ Briefing Room and will now operate remotely from the respective home divisions of its staff. Although working remotely, the ICC is still responsible for tracking the activities of our response to the pandemic for future reimbursement. Moving forward please make sure all activity logs, weekly timecards and daily sign in sheets are scanned and sent to ICC@shf.sccgov.org for processing. Please make sure all forms have been completed thoroughly before submission. A prompt submittal is appreciated.

Supply Requests:

Beginning Wednesday 5-12-21, the Logistics Branch of the ICC will no longer process divisional supply requests as previously stated in ICC Directive 20-10. Each division will now be responsible for ordering their own supplies. Any 213RR forms that have been received will be filled depending on availability of supplies in stock. If divisions wish to purchase supplies for COVID-19 efforts they need to now do so through the traditional manner using Internal Order #103264 for tracking by the Fiscal Division. Per Sheriff's Administration, any use of Internal Order #103264 must be strictly related to COVID-19 supplies. Please send any questions regarding this update to ICC@shf.sccgov.org for clarification.

The ICC will continue to work with Sheriff's Administration and the Emergency Operations Center to evaluate future changes of our Office. As soon we are ready to make additional changes it will be communicated throughout the agency. Please stay safe and healthy.