

# COUNTY OF SANTA CLARA

## Office of the Sheriff

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



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Laurie Smith  
Sheriff

## MEMORANDUM

**TO:** All Staff

**FROM:** COVID-19 Incident Command Center

**SUBJECT:** ICC Directive 20-18 (HIP Revised Hours)

**DATE:** 05/05/2020

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Sheriff's Office Personnel,

Based on the call volume that Health Injury Prevention Unit (HIP) has experienced since implementing extended hours for COVID-19 related calls, HIP will be **revising** their extended hours of operation related to COVID-19 to the following hours:

**Monday through Friday from 1700-2200 Hours**

**Saturday from 0900-2200 Hours**

**Sunday from 0900-2200 Hours**

This new schedule will be effective starting today, and we will continue to monitor the needs as we move forward. As a reminder the phone number for HIP is **(408) 808-4629**. These revised hours are to be utilized for **COVID-19 related calls only**. For any other HIP related issues please call during normal business hours.