

# COUNTY OF SANTA CLARA

## Office of the Sheriff

55 West Younger Avenue  
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Laurie Smith  
Sheriff

## MEMORANDUM

**TO:** Enforcement Staff

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

**SUBJECT:** ICC Directive 20-39 (SCU Lightning Complex Fire IO# 103266)

**DATE:** August 31, 2020

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Enforcement Staff,

If you have assisted with the SCU Lightning Complex Fire, please ensure you use the IO# 103266 when completing any OT slips, ICS 214 Activity Logs, and time cards associated to your involvement. The Sheriff's Office Accounting Division uses this number for tracking purposes and requesting reimbursement for our participation in the event.

Additionally, it is imperative that all staff complete an ICS 214 Activity Log (attached) so your activity can be accounted for and tracked. Remember to thoroughly complete all forms including your signature at the bottom.

Please submit all forms including OT slips to Captain Rivera's mailbox at HQ patrol. If you have any questions, reach out to Captain Rivera or Lieutenant Lera by calling the Sheriff's Office Operations desk at 408-808-4410.

The SCU Lightning Complex Fire is currently the second largest in California state history and has caused a significant impact on the rural and ranching community in the eastern half of our county. Your participation in evacuations, agricultural pass issuance and support have proven our department's commitment to providing for the safety of our County's residents.