

# County of Santa Clara

## Office of the Sheriff

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### MEMORANDUM

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Laurie Smith  
Sheriff

**TO** : All Personnel

**FROM** : Laurie Smith, Sheriff 

**SUBJECT** : COVID-19 Update – New Direction for Monday, March 16

**DATE** : March 16, 2020

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Please reference the following County directive from Miguel Marquez, County COO, regarding “non-essential” staff. Because our mission and core services are public safety, we have a high number of essential staff. All Sheriff’s Office staff are highly valued and critical to our operation; however, in the interest of public health and in order to reduce exposure, the Sheriff’s Office will be identifying some staff as non-essential. Each division will be determining those staff that are required to support the continuity of operations at the Sheriff’s Office and will communicate this information directly with staff.

- **Essential Staff** will be required to come to work at their normal worksite to provide essential public services to the community.
- **Non-Essential Staff** (1) if work assignments can be completed remotely, then these Non-Essential Staff will be required to work from home and must be prepared to receive and complete additional work assignments while working from home; or (2) if work assignments cannot be completed remotely, then these Non-Essential Staff will be placed on Paid Administrative Leave and will be required to be available by telephone to work as Disaster Service Workers upon being called to do so.

Staff who have pre-scheduled time off and/or have had to adjust their schedules to care for their children who are out of school, will continue to utilize the appropriate leave banks. Only staff who are designated as “non-essential” and meet the requirements listed above will be determined to be on Paid Administrative Leave. The Sheriff’s Office is working on the exact details of how this will be implemented in an equitable manner; however, please understand that these preventative measures will be adapting rapidly as the situation changes.

Additional information and updates will be forthcoming.