

County of Santa Clara

Office of the Sheriff


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MEMORANDUM

Laurie Smith
Sheriff

TO: Captain Hoyt, Main Jail Commander
Captain Sepulveda, Elmwood Complex Commander

FROM: Troy Beliveau, Asst Sheriff 

SUBJECT: Transfers/Activity Logs

DATE: December 1, 2015

Effective December 7, 2017, Lt. Vic Delacruz and Sgt Jennifer Bice' will be transferred to Main Jail "D" Team. This is to augment current management and supervision.

We will also select 9 CIT trained deputies who were on the transfer list to go to Elmwood, but will temporarily remain.

Lastly, effective immediately, all Lieutenants and Sergeants will maintain an "Activity Sheet". This document will encapsulate all their activities throughout the shift, (i.e. toured 6A, addressed complaint from inmate Jones, lunch, etc.). This document will be forwarded to the Division Commander via their Watch Commander for review.

c: Laura Smith, Sheriff
John Hirokawa, Chief of Correction
Carl Neusel, Asst Sheriff
Captain Heilman, Administration
Captain Hoyt, Main Jail Commander