

Holiday Closure Program Operational Plan December 28, 2015 – December 31, 2015

By action of the Board of Supervisors on October 20, 2015, the period from December 28, 2015 through December 31, 2015 inclusive will be a designated holiday closure period during which County offices will be closed to the extent possible given operational needs. This is generally a time of the year when many County offices operate with minimal/limited staffing as Departments honor vacation requests by staff where feasible.

During the designated holiday closure period County offices will operate under various schedules that will include offices that remain open during the entire period to comply with legal mandates and operational needs, partial closures, and full closures. Public safety and operational emergency response personnel will be available as required.

Where offices are partially or fully closed, departments will make necessary arrangements to cover emergency or critical services. Public Health and Mental Health will have medical staff available as needed.

The following operational plan has been developed by departments to meet the spirit and intent of the agreements the Board of Supervisors directed staff to enter into with labor organizations to provide this holiday closure program. The plan will be modified if necessary to meet business needs.

Open for Business during the Holiday Period

To the extent possible and consistent with operational needs, the following departments will honor requests for time off during the period. Some employees in the following departments will take time off from December 28, 2015 through December 31, 2015, but these departments will be operational during the period around the Christmas Day and New Year's Day holidays (with light or reduced staffing).

- **Agricultural Commissioner**

During the holiday week, offices in Santa Maria and Santa Barbara will continue to remain open with our regular business hours of 8:00-4:30 with reduced staffing levels. Services provided at both offices will include Pest Exclusion and Pesticide Use Enforcement on an as needed basis. Services will be provided to growers and shippers by certifying outgoing shipments and by certifying incoming shipments of agricultural commodities. Pesticide use permits will be issued, and any pesticide-related complaint will be investigated.

- **County Counsel**

- **County Executive Office/Clerk of the Board**

- **District Attorney**
- **Parks Division and Community Services Department**
- **Probation**
- **Public Defender**
- **Public Works**
- **Sheriff**
- **Social Services**

Partial Closures

The following departments will be closed some of the days during the holiday closure or portions of the departments will be closed for some or all of that time; hours of operation will be posted in advance.

- **Alcohol, Drug and Mental Health Services Department (ADMHS)** On-call staff will be available if needed, and a department plan is in place to meet ADMHS clients' needs. Phone lines will be staffed in administrative offices; CARES staff will answer ACCESS lines for Countywide clients, and staff will be available for all urgent and emergent Children's needs through the SAFTY Program. In addition, IT, Medical Records, and Patients' Rights staff will be available to support departmental operations that remain open.

The Psychiatric Health Facility, Crisis Stabilization Unit, Juvenile Justice Program, CARES program, ACT Program, Mobile Teams, Crisis Triage, Supported Housing Program, and the Adult Clinics in Santa Barbara, and Santa Maria will be open normal hours; the Lompoc Adult clinic will be open normal hours unless otherwise posted in advance.

The following services will be closed to the public from December 28, 2015 through December 31, 2015:

Alcohol and Drug Program
300 N. San Antonio Rd.
Santa Barbara

Administration
300 N. San Antonio Rd.
Santa Barbara

Children's Clinics

429 N. San Antonio Rd.
Santa Barbara

117 N B St
Lompoc

500 W. Foster Rd.
Santa Maria

- **County Clerk, Recorder, Assessor, Registrar of Voters**
The Clerk-Recorder Division in Santa Barbara and Santa Maria will close at noon on Thursday, December 24, 2015 but will remain open during regular business hours December 28 through December 31, 2015. All other Department locations and divisions will be open to the public during regular business hours on December 24, 2015 but closed December 28 through December 31, 2015.
- **Fire**
All Fire Stations will operate normally, but Fire Department Administrative offices in Santa Barbara will be closed to the public.
- **General Services**
General Services will be closed for public operations except for our Lompoc and Santa Barbara Veterans' facilities, which will be open with partial staffing for public events that have been previously reserved, but not open to the general public.
- **Office of Emergency Management (OEM)**
The Office of Emergency Management's Emergency Operations Center will be closed to the public during this time but OEM will maintain full operational readiness.

- **Public Health Department**

Emergency Medical Services and Environmental Health Services will be on call and available as needed throughout the holiday closure period. The Animal Services Division will be open every day with regular staffing levels. CCS, Disease Control and Prevention, Public Health Lab, and Vital Records will be open every day with reduced staffing levels.

Epidemiology, Health Education, Tobacco Program and the WIC (Women, Infants, Children) program will be closed throughout the holiday closure period.

The Health Care Centers (walk-in services, Women's Health and OB) and associated ancillary support services (pharmacy, lab, fiscal, IT) and the Maternal Child and Adolescent Health Division will be open with reduced staffing levels from December 28th through noon of December 31st. All clinics will be closed the afternoon of December 31st.

Closures

All offices of the following departments will be ***closed to the public during the holiday closure***. (Some departments will have small numbers of staff working during this period to provide internal services – not *public* services.) Emergency and on-call staffing will be available if needed.

- **Auditor Controller**

- **Board of Supervisors**

- **Child Support Services**

Child Support Services offices will be closed to the public during the holiday closure period, but Child Support staff will make court appearances in Santa Maria, Lompoc and Santa Barbara as needed.

- **First Five**

- **Human Resources**

- **Planning and Development**

- **Retirement**

- **Treasurer-Tax Collector**