

# TITLE 2

## COUNTY GOVERNMENT; ADMINISTRATION

### CHAPTER 220

#### OFFICE HOURS CODE

---

---

#### TABLE OF CONTENTS

*Section Title*

220.100	Title
220.105	Definitions
220.110	Purpose
220.120	Departments affected
220.130	Park and recreation areas not affected
220.140	Days and hours open to the public; order establishing other days or hours
220.150	Emergency closures
220.160	Construction, suspension of conflicting codes, ordinances or provisions

#### Statutory References and Other Authorities

Legislative History of Chapter 220 (formerly codified at Chapter 2.20)

---

---

#### 220.100 Title

This Chapter, LCC 220.100 to 220.160, shall be known and may be cited as the “Linn County Office Hours Code” or simply as the “Office Hours Code.”

[Adopted 83-244 §I eff 7/1/83; amd 98526 §5 eff 12/16/98]

#### 220.105 Definitions

As used in this Chapter:

(A) “**Department**” means a unit of division of the Linn County government. The term includes offices of elected officials other than the Board.

(B) “**Open to the public**” means those times that departments are open, other than by appointment or special arrangement, to any person having

business to transact, including payment of any obligation to a department or through a County Officer, filing or recording of documents, search, examination or inspection of public records, or any other similar activity within a department subject to this Chapter.

[Adopted 83-244 §I eff 7/1/83 (originally part of LCC 220.140; renumbered by 98-526 §5 eff 12/16/98)]

#### 220.110 Purpose

The purpose of this Chapter is to increase the efficiency of County employees in departments by reducing the time departments are open to the public, and therefore providing uninterrupted time for work tasks, and to provide a means to specify the days and hours departments shall be open to the public.

[Adopted 83-244 §III eff 7/1/83; amd 98526 §5 eff 12/16/98]

#### 220.120 Departments affected

All departments whose hours of operation are not controlled by state or federal law shall be subject to this Chapter.

[Adopted 83-244 §IV eff 7/1/83; amd 98526 §5 eff 12/16/98]

#### 220.130 Park and recreation areas not affected

Notwithstanding any provision of this Chapter, the hours and days of operation or closure of Parks and Recreation Areas under the jurisdiction of Linn County shall be established pursuant to LCC 610.400.

[Adopted 83-244 §V eff 7/1/83; amd 98-526 §5 eff 12/16/98]

#### 220.140 Days and hours open to the public; order establishing other days or hours

Departments that serve the public by maintaining an office or facility where members of the public can conduct business with or receive services of the department shall be open to the

public five days per week, Monday through Friday from 8:30 a.m. to 5:00 p.m., excluding legal holidays specified by ORS 187.010 or ORS 187.020, except as such days and hours are otherwise established by order of the Board

[Adopted 83-244 §VI eff 7/1/83; amd 98-526 §5 eff 12/16/98]

### **220.150 Emergency closures**

Notwithstanding any provision of this Chapter or any order adopted pursuant to LCC 220.140, any person lawfully in charge of a Linn County office or facility may close the office or facility to meet an emergency threatening life, personal safety or property.

[Adopted 83-244 §VII eff 7/1/83]

### **220.160 Construction, suspension of conflicting codes, ordinances or provisions**

This Chapter is intended to allow the Board to specify by order the days and hours that certain departments are open to the public, but does not affect the hours of work of Linn County officers and employees. To the extent that any prior ordinance, order, resolution or policy statement is in conflict with any provision of this Chapter, or of an order issued pursuant to this Chapter, such prior conflicting provision is suspended and superseded by this Chapter or such order.

[Adopted 83-244 §VIII eff 7/1/83; amd 98526 §5 eff 12/16/98]

---

---

**Statutory References and Other Authorities:**  
ORS 187.010, ORS 187.020; ORS 203

### **Legislative History of Chapter 220 (formerly codified at Chapter 2.20):**

Adopted 82-152 eff 5/17/82 to 6/30/83

Adopted 83-244 eff 7/1/83

Amendments to 83-244:

- #1 85-140 eff 4/24/95 (codifying)
  - #2 95-177 eff 5/10/95 (renumbering)
  - #3 98-526 eff 12/16/98
- 
-