

RESOLUTION 2023 - 2

A RESOLUTION ESTABLISHING HOURS OF OPERATION FOR ALL LEWIS AND CLARK COUNTY OFFICES

WHEREAS, Section 7-4-102, MCA requires the Board of County Commissioners, with the cooperation of each separately elected county official, to establish office hours for all offices in the county; and

WHEREAS, Section 20-3-204, MCA provides that, when the County Superintendent of Schools has a deputy clerk, the office must be kept open during the hours determined by the governing body by resolution after a public hearing and consented to by the County Superintendent, each day except legal holidays and Saturdays; and

WHEREAS, Section 3-10-208, MCA provides that the Board of County Commissioners may designate office hours for each justice's court commensurate with the salary provided; and

WHEREAS, Section 1-1-216, MCA provides for legal holidays observed by the State of Montana and Lewis and Clark County.

NOW, THEREFORE, BE IT RESOLVED, that the Lewis and Clark County Board of County Commissioners, in cooperation with county elected officials, establishes regular office hours for all county offices as follows:

County Attorney/Public Administrator: The County Attorney/Public Administrator's office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays.

County Commission: The office of the Board of County Commissioners shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays.

Clerk of District Court: The Clerk of District Court's office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays.

Lewis and Clark Public Health: The Health Department (including the WIC Program and Immunizations and Licensed Establishment programs) shall be open to the general public from 8:00 a.m. to 5:00 p.m. Monday through Friday and shall be closed on all legal holidays. The Lead Education and Abatement Program in East Helena shall be open to the general public from 8:00 a.m. to 4:00 p.m., Monday through Friday and shall be closed on all legal holidays.

Justice Court: The Justice Court's office shall be open to the general public from 8:00



a.m. to 4:00 p.m., Monday through Friday and shall be closed on all legal holidays.

Sheriff's/Coroner Office: The Sheriff's/Coroner Office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays. The Sheriff's/Coroner Office serves the needs of the county on a 24-hour basis.

Superintendent of Schools: The Superintendent of School's office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays.

Treasurer/Clerk and Recorder/Auditor: The Treasurer/Clerk and Recorder/Auditor's office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays. The Motor Vehicle Department shall be open to the general public from 7:15 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays. The County Treasurer may, in the interest of the safekeeping of funds, securities, and records under their control, close their offices during the period from noon to 1 p.m. every day.

All County Departments: County departments, under the direct supervision of the Board of County Commissioners, shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays. Hours may be modified as determined by the department head to better serve County residents.

DATED this 3rd day of January, 2023.

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS



Tom Rolfe, Chair

ATTEST:



Amy Reeves, Clerk of the Board

