



POLK COUNTY

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338
(503) 623-8173 ★ FAX (503) 623-0896

BOARD OF COMMISSIONERS

Commissioners

CRAIG A. POPE

MIKE AINSWORTH

LYLE R. MORDHORST

GREGORY P. HANSEN

Administrative Officer

On Monday, March 23, 2020 the Polk County Board of Commissioners at a regularly scheduled meeting passed Order 20-08 effectively closing Polk County offices to the general public effective immediately.

In an effort to provide mandatory services, a majority of county services will be available by appointment only or via telephone and electronic means.

The County is very committed to reducing the spread of the coronavirus and needs everyone's cooperation immediately to reduce the spread of the virus.

Additional information about Polk County's response can be found at www.co.polk.or.us.

BEFORE THE BOARD OF COMMISSIONERS FOR
POLK COUNTY, OREGON

An Order Closing Certain)
County Offices to the Public)
)

ORDER NO. 20-08

This matter having come before the Polk County Board of Commissioners at a public meeting on March 23, 2020.

Whereas, Polk County declared a state of emergency on March 17, 2020 due to the ongoing COVID-19 public health crisis; and

Whereas, due to COVID-19, all County residents should strongly consider limiting all non-essential travel unless seeking essential services or needs; and

Whereas, Polk County has 3 confirmed COVID-19 cases; and

Whereas, the Polk County Board of Commissioners is the governing body of Polk County pursuant to ORS 203.230, and is the local public health authority pursuant to ORS 431.415; and

Whereas, Polk County must continue to provide essential County services to its residents, primarily public health and public safety; and

Whereas, the health, safety and well being of Polk County employees is essential to the County continuing to carry out its core government functions; now therefore

IT IS HEREBY ORDERED that all department heads including elected officials, develop rotation plans for employees, including shift modifications, to ensure continuity of service and limiting the number of employees in the building at any given point. This includes telecommuting where possible; and further

IT IS HEREBY ORDERED that employees will continue to report to work and will perform their job duties that involve interaction with the public via telephone, email or other electronic means pursuant to their department heads continuity of services plan. To the extent that in-person interaction is required, such work shall be done on an appointment basis. The following Polk County facilities are temporarily closed to the public until further order by the Board of Commissioners:

- The Courthouse complex at 850 Main St. Dallas, Oregon County shall be closed to the public unless a prior appointment is made.


- This covers the Polk County Sheriff's Office, District Attorney, Assessor, Treasurer/Tax Collector, Clerk, Community Development, the Board of Commissioners and General Services.
- In the event the Polk County Board of Commissioners are meeting, the Board Meeting room shall be open to the public and the public will need to leave at the conclusion of the meeting.
- Polk County Courts are currently operating entirely out of their facility located in the Polk County Jail facility at 884 Jefferson St., Dallas Oregon
- The Academy Building at 182 SW Academy St., Dallas, Oregon shall be closed to the public unless a prior appointment is made.
 - This includes Family and Community Outreach, Behavioral Health, Public Health, Veteran's Services and Developmental Disabilities.
- Behavioral Health Office at 1310 Main St. E, Monmouth, Oregon shall be closed entirely.
- Behavioral Health Office at 1520 Plaza St. NW, Ste. 150, Salem, Oregon shall be closed to the public unless a prior appointment is made.
- Polk County Public Works shall be closed to the public unless a prior appointment is made.
- Polk County Community Corrections shall be closed to the public unless a prior appointment is made.

Attached to this Order and labelled Exhibit A is a list of contact information for the County Departments that are currently closed to the public.

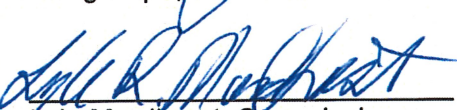
This Order is effective upon signing.

Dated this 23th day of March, 2020, at Dallas, Oregon.

BOARD OF COMMISSIONERS


Mike Ainsworth, Chair


Craig Pope, Commissioner


Lyle Mordhorst, Commissioner

Approved as to Form

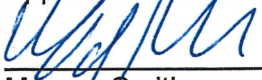

Morgan Smith
County Counsel

Exhibit A

In light of our current situation with COVID-19, Polk County is requesting all business that can be conducted over the phone, mail, or online be done using one of these processes. If not, at this time our office is open to the public with our regular business hours, until further notice.

- **Assessor's Office**
Ph: (503) 623-8391
Fx: (503) 831-3015
- **Behavioral Health**
 - **Dallas Office**
Ph: (503) 623-9289
 - **West Salem Office**
Ph: (503) 585-3012
Fx: (503) 585-0128
- **Board Of Commissioners/ Human Resources/Management Services**
Ph: (503) 623-8173
Fx: (503) 623-0896
- **Clerk's Office**
Ph: (503) 623-9217
Fx: (503) 623-0717
- **Community Corrections**
Ph: (503) 623-5226
Fx: (503) 623-5326
- **Community Development**
Ph: (503) 623-9237
Fx: (503) 623-6009
 - **Inspection Request**
Ph: (503) 623-8771
- **District Attorney's Office**
Ph: (503) 623-9268
 - **Child Support**
Ph: (503) 623-9296
- **Fairgrounds & Event Center**
Ph: (503) 623-3048
Fx: (503) 623-6157
- **Family & Community Outreach**
Ph: (503) 623-9317
Fx: (503) 623-2731

Exhibit A

- **Juvenile**
Ph: (503) 623-2349
Fx: (503) 831-3013
- **Public Health**
Ph: (503) 623-8175
- **Public Works**
Ph: (503) 623-9287
Fx: (503) 623-0897
- **Sheriff's Office**
Ph: (503) 623-9251
Fx: (503) 623-2060
- **Treasurer's Office**
Ph: (503) 623-9264
Fx: (503) 623-0721
- **Veterans Services Office**
Ph: (503) 623-9188
Fx: (503) 623-7902
- **Oregon Relay TTY or Voice: 711**