

ATTACHMENT F

County Office Hours

Per Board Resolution No. 2001-29, "A Resolution of the Board of Supervisors, County of Inyo, State of California, Establishing Hours for County Offices", approved and adopted on April 17, 2001, the County Administrative Officer is to publish County office hours in the annual budget document for review of the Board of Supervisors, and once a year in the local newspapers. Other than exceptions that are identified below, County offices are open for the transaction of the people's business from 8 a.m. until 5 p.m. every day, except Saturday, Sunday and holidays. All Departments are required to either have voice mail or make other arrangements to provide coverage during noontime and other times, as necessary, during the workday.

The Department Heads within the County structure have the flexibility and discretion to adjust the hours of operations to improve the service and program access to the citizens and residents of Inyo County. Listed below are the departments that have modified their office hours to maximize public access to their programs:

County Counsel

Independence	Monday – Wednesday	9:00 a.m. – 5:00 p.m.	Lunch 12:00 - 1:00 p.m.
	Thursday – Friday	8:00 a.m. – 5:00 p.m.	Lunch 12:00 - 1:00 p.m.
Bishop	Monday – Wednesday	8:00 a.m. – 5:00 p.m.	Lunch 1:00 - 2:00 p.m.
	Thursday – Friday	9:00 a.m. – 5:00 p.m.	Lunch 1:00 - 2:00 p.m.

Library

Central Library

Public Hours	
Monday – Friday	12:00 p.m. – 5:00 p.m.
Wednesday	12:00 p.m. – 8:00 p.m.
Saturday	10:00 a.m. – 1:00 p.m.
Additional Staffed Hours	
Monday – Friday	8:00 a.m. – 12:00 p.m.

Big Pine Library

Monday, Tuesday, Wednesday, Friday	12:00 p.m. – 5:00 p.m.
Thursday	2:00 p.m. – 7:00 p.m.
Saturday	10:00 a.m. – 1:00 p.m.

Bishop Library

Public Hours	
Monday, Wednesday, Friday	10:00 a.m. – 6:00 p.m.
Tuesday, Thursday	12:00 p.m. – 8:00 p.m.
Saturday	10:00 a.m. – 1:00 p.m.
Additional Staffed Hours (Interlibrary Loan)	
Monday – Friday	8:00 a.m. – 4:00 p.m.

Furnace Creek Library

Monday, Wednesday	6:00 p.m. – 8:00 p.m.
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Lone Pine Library

Public Hours	
Tuesday, Friday	1 p.m. – 6 p.m.
Wednesday	1 p.m. – 7 p.m.
Thursday	10 a.m. – 12 p.m.; 1 p.m. – 5 p.m.
Saturday	10:00 a.m. – 1:00 p.m.

Tecopa Library

October through March	
Monday, Tuesday, Thursday	7:00 a.m. – 11:30 a.m.; 12:00 p.m. – 3:00 p.m.
April through September	
Tuesday, Thursday	7:00 a.m. – 11:30 a.m.; 12:00 p.m. – 3:00 p.m.

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Museum

Open to the public 7 days per week 10:00 a.m. – 5:00 p.m.
Staff available for phone calls at 8:30 a.m.

Probation

Monday 8:00 a.m. – 9:00 a.m. Closed for Staff Meeting

Public Works – Building and Safety Office

Monday – Friday 7:30 a.m. – 4:00 p.m. Office Hours

Road Facilities

Bishop Road Yard	Monday – Friday	6:30 a.m. – 5:00 p.m.	
Bishop Shop	Monday – Friday	6:00 a.m. – 4:30 p.m.	
Big Pine Road Yard	Monday – Thursday	6:00 a.m. – 4:30 p.m.	Closed Friday
Independence Road	Monday – Friday	6:00 a.m. – 4:30 p.m.	
Lone Pine Road Yard	Monday – Thursday	6:00 a.m. – 4:30 p.m.	Closed Friday
Shoshone Road Yard	Monday – Thursday	6:00 a.m. – 4:30 p.m.	Closed Friday

Sheriff's Office

Lone Pine: Monday – Friday 8:00 a.m. – 4:00 p.m. Open at lunch

Bishop: Monday – Friday 8:00 a.m. – 5:00 p.m. Open to public 9:00 a.m.
Lunch 12:00 - 1:00 p.m.

Treasurer – Tax Collector

Monday – Friday 9:00 a.m. – 5:00 p.m. Lunch 12:00 – 1:00 p.m.