



# Arapahoe County

5334 South Prince Street  
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303-795-4630  
Relay Colorado 711

## Board Summary Report

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**File #:** 24-092

**Agenda Date:** 3/5/2024

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**To:** Board of County Commissioners

**Through:** Sheriff Tyler Brown

**Prepared By:**

Captain Kevin Heaton, Sheriff's Office

**Presenter:** Captain Kevin Heaton, Sheriff's Office

**Subject:**

2:00 PM \*Amend Office Hours at the Sheriff's Office Lobby

**Purpose and Request:**

The Sheriff's Office requests to amend the county office hours resolution (BOCC Resolution 24-016) to allow closure of the Sheriff's Office headquarters lobby at 5:00 p.m. This request is for the purpose of staffing and efficiency in the office.

**Background and Discussion:** The Sheriff's Office has historically offered public hours at headquarters from 7:00 a.m. - 5:30 p.m. Monday thru Friday. These are the actual work hours of staff which does not account for opening or closing procedures, balancing financials, completing priority tasks, etc. As with any business, if a customer enters the lobby five minutes before closing, they are not turned away. By closing the lobby at 5:00 p.m., staff will have 30-minutes to reconcile timesheets, finish up daily tasks, and assist with last minute requests.

**Fiscal Impact:** There is no fiscal impact to the county or the department. There is the possibility of cost savings since staff will not be required to stay late for last minute customers.

**Alternatives:** The alternative is to continue operating the same hours (Monday - Friday, 7:00 a.m. - 5:30 p.m.).

**Alignment with Strategic Plan:**

- Be fiscally sustainable
- Provide essential and mandated service
- Be community focused

**Staff Recommendation:** Staff recommends approval of this proposal.