

## **County of Orangeburg Offices and Facilities**

Effective immediately, the County of Orangeburg's offices will be closed. Limited services will be available by phone and email. Citizens and businesses are encouraged to use online services. A drop box has been set up at the rear of the Administration Center located at 1437 Amelia Street, Orangeburg to accept payments. **NO CASH PAYMENTS TO BE PLACED IN DROP BOX.** All departments with essential life safety functions will continue to operate with their offices closed to the public. This notice **does not** include any state offices. Please contact the appropriate state office for their operating plan.

### **Animal Control**

Animal control will be taking every precaution to protect staff while continuing their mission.

As with other County facilities, the office will be closed to the general public. For emergency animal drop offs, please call staff at 803-534-0045. Staff will coordinate the handover process to limit interaction.

Calls will be evaluated on a case by case basis. If an animal control officer is dispatched to respond to a call, the officer will be limiting interaction with the public following published CDC recommendations.

Emails may be submitted on the County website by [clicking here](#). [Click Here for More Information](#).

### **Assessor's Office**

The Assessor's Office is closed at this time.

### **Auditor's Office**

Auditor's Office will be available via phone and email. The mainline number is 803-533-6200. [Click Here for More Information](#).

### **Business License Department**

Applications and payments will still be taken by mail as usual. Applications and questions can be submitted via email by [clicking here](#) and via fax to 803-268-2924.

New business license applications requiring a site inspection will be handled on a case by case basis to protect County employees.

Business license payments can be made via phone at 803-268-2923. [Click Here for More Information](#).

### **Convenience Sites and Landfill**

All County Convenience sites and the landfill will remain open at this time.

### **County of Orangeburg Courts**

In accordance with the directive from Chief Justice Beatty and in conjunction with the Chief Administrative Judges, the below plan is being implemented for the County of Orangeburg's Circuit Court, Family Court, Magistrate Court and Probate Court.

The Courthouse will remain open to public only for:

- Acceptance of filings (Clerk of Court)
- Emergency hearings
- Bench warrant hearings

All General Sessions and Common Pleas Circuit Court jury trials and hearings are postponed through the end of April. Jurors who are summoned for this period are excused and should not report. Family Court hearings for the weeks of March 16<sup>th</sup> and March 23<sup>rd</sup> are postponed. Family Court will only hear emergency hearings during this period. All child support payment through Family Court, must be made online through the [State Disbursement Unit](#). Fines and fees can be mailed and made payable to the Orangeburg County Clerk of Court office PO Box 9000, Orangeburg, S.C. 29116. Checks and money orders are accepted. For further information concerning the courts, please call the Clerk of Court or the presiding Judge's chamber. [Click Here for More Information.](#)

### **Magistrate Court**

Traffic Hearings, Criminal Hearings, Probable Cause Hearings and jury trials are suspended until further notice. Bond Hearings and Emergency Hearings (Harassment, Stalking and Protection) will still be conducted. Civil Filings except for Landlord Tenant and Summary Ejectments will still be accepted. Schedule Time Payments will also be accepted. Magistrate Court will be conducting Screenings for Public Defenders at this time. The East and West Region Magistrate Offices in Neeses and Holly Hill are closed. Please dial 803-533-5879 for further assistance. [Click Here for More Information.](#)

### **Master in Equity**

All sales have been cancelled until further notice. The mainline number is 803-533-6286. [Click Here for More Information.](#)

### **Probate Court**

Probate Court hearings are postponed until after April 17, 2020. Filings will be accepted via U.S. Mail. [Click Here for More Information.](#)

### **Register of Deeds**

The Register of Deeds office will be accepting filings via mail. [Click Here for More Information.](#)

### **Delinquent Tax**

The Delinquent Tax Office will be available via phone and email. The mainline number is 803-533-6142. Payments can be made online or via U.S. Mail or dropped in the drop box at the rear of the Administration Center. No Cash [Click Here for More Information.](#)

## **Detention Center**

The Detention Center is following the state recommendation and suspending inmate visitation and interaction with all non-detention center employees effective immediately. Along with our telephone provider, GTL, detention center staff will make every effort for those incarcerated to have access to calls with their family and loved ones during this time.

Inmate funds must be deposited online due to COVID-19 safety protocols in place. If you need assistance or guidance in depositing online funds into an inmate account, please create an account and login with our vendor, McDaniel Supply Company, at [jailpackstore.com](http://jailpackstore.com) or call 912-427-9022. [Click Here for More Information](#)

## **GIS**

Please send submit emails [here](#). [Click Here for More Information](#).

## **Library**

All County library branches are closed effective March 17, 2020.

Anyone who has library materials, please keep until the library resumes operation. Overdue fines are suspended during this time.

## **Litter Control**

Litter control complaints may be made by phone to 803-533-6162 or by email [here](#).

[Click Here for More Information](#).

Officers will perform inspections related to complaints while taking precautions to limit interactions. Responses to dump sites and other trash pickups may be impacted during this time.

## **Mosquito Control**

County mosquito control operations run from mid-April until the first frost. Once those operations begin, we do not anticipate an impact related to COVID-19.

## **Orangeburg Area Development Center**

Closed effective March 16, 2020.

## **Orangeburg County Transit/Cross County Connection**

Transit is full operation at this time. [Click Here for More Information](#).

## **Parks and Boat Landings**

Due to the COVID-19 pandemic, County parks have been closed.

## **Permitting and Inspections Office Closed**

The County of Orangeburg has determined that the evolving public health threat posed by COVID-19 requires additional proactive actions and the implementation and enforcement of further extraordinary measures to slow the spread of COVID-19. Therefore, the Permitting Office will be CLOSED until further notice. Submittals may be mailed or emailed and will be evaluated when operations resume.

Upon approval by the building official, the county will accept state licensed third party inspections during this time. For details contact the building official at [permits@orangeburgcounty.org](mailto:permits@orangeburgcounty.org)

All electrical safety inspections (reconnects) are suspended until further notice. For reconnects, contact the utility company directly.

For questions or concerns contact us at [permits@orangeburgcounty.org](mailto:permits@orangeburgcounty.org).

All County operations will be reassessed on April 6, 2020. Updates will be posted to the County's social media outlets and website.

## **Planning, Zoning and Addressing**

Commercial and Residential Project submittals (Zoning, Subdivision and Land Development) may be made online via email at [planning@orangeburgcounty.org](mailto:planning@orangeburgcounty.org). For questions, please contact the Planning and Zoning Department at (803) 533-6160. Relevant Planning forms can be found [here](#). [Click Here for More Information](#).

All forms and applications associated with zoning related matters (map amendments (rezoning requests), appeals, sign permits, compliance review, text amendments, etc.) are located on our department's [website](#). [Click Here for More Information](#).

All forms and applications associated with plan and plat review, including over-the-counter plat approvals are located on our department's [website](#). [Click Here for More Information](#).

An online GIS mapping viewer tool for zoning related inquires is located on the County's [website](#). [Click Here for More Information](#).

Addressing questions may be addressed to [addressing@orangeburgcounty.org](mailto:addressing@orangeburgcounty.org) or at 803-533-6160.

## **Senior Centers and Services**

All senior group activities have been suspended. Meals on wheel is still in operation, but there will be no group dining at this time.

## **Sheriff's Office**

As the Sheriff of this County, I do not take the health and safety of our citizens, or that of my employees lightly. It is my sworn obligation and duty to protect Orangeburg County to the best of my ability. It is equally important that I provide and maintain a safe and effective workplace environment for the members of my team. Taking that into consideration, my Command Staff and I have taken steps to

ensure that we continue to provide the quality services that our citizens have grown to expect, and with as few interruptions as practical. I maintain that every member of my team is important to our law enforcement mission, however, as a safety precaution, I must limit casual contact between employees and citizens to minimize their opportunity for exposure to the deadly COVID-19 virus. Realizing that an exposure may be imminent, I have taken the following measures to reserve some employees for the continuance of daily provisions, if we experience a quarantine situation for a staff member. I would mention that we have additional deputies on patrol around the clock to deal with the higher than average call frequencies caused by school closures. School Resource Officers will continue to provide all services to their respective schools to assist teachers and administrators with their improvised duties. Judicial Services employees will continue to operate under courthouse guidelines set forth by the Orangeburg County Clerk of Court. Additionally, I will implement the following measures at noon on March 19, 2020, subject to modification as needed:

#### Code 10 (Main Office-1520 Ellis Avenue)

- Access to front lobby will be restricted to one customer at a time (deputy stationed at the entrance to direct customers).
- All employees will utilize side doors for entrance and exit.
- Sanitation of side doors will be implemented frequently and scheduled by Inspectors.
- The switchboard operator, desk sergeant, and records clerk will be limited to operate through glassed windows when possible, and with appropriate PPE and sanitation equipment.
- The work schedules of the record's clerks will stagger daily and maybe supplemented by clerical members from Code 100.
- The lobby will be sanitized after every customer/call for service.
- All employees will utilize the rear hallway for inner-office mobility.
- Most clerical employees will operate on a staggered schedule when appropriate to limit employee and civilian contact.

#### Code 100 (Victim's Services Building, Chestnut Sq. – 1032 Chestnut Street)

- Day-to-day operations will be shifted to Code 10 (as much as possible)
- Limited access between civilians and clerical employees (all employees will utilize the rear door for exit and entry).
- All sex-offender registration will be conducted by investigators at the offender's home.
- Suspension of non-ferrous metal permits for now, but with the possibility of shifting this service to code 10.
- Staggered work schedule for clerical employees when possible.

Victim's Advocates will continue to offer around the clock services and will operate on a staggered schedule when possible to minimize the frequency of face-to-face contact.

## **Special Events**

All permits for special events are suspended at this time. No new applications will be accepted until further notice.

## **Treasurer's Office**

The Treasurer's Office will be available via phone and email. The mainline number is 803-533-6153. Payments can be made online or via U.S. Mail or can be dropped in the drop box at the rear of the Administration Center. No Cash [Click Here for More Information.](#)

## **Veteran's Affair**

The office is closed. [Click for More Information.](#)

## **Voter's Registration**

Voter's Registration will remain open to accept filings only. All other services can be completed online. [Click Here for More Information.](#)

## **YMCA**

All YMCA locations are closed. Virtual Fitness classes are available online at ymca360.org [Click Here for More Information.](#)

## **Full-Service Operations**

**(Please be advised that the physical offices of *most* departments are closed. Field operations will continue as normal. See listing above or click on the links below for additional information.)**

**[Orangeburg County Coroner's Office:](#) [803-533-5842](#)**

**[Orangeburg County Office of Emergency Services:](#) [803-533-6265](#)**

**[Orangeburg County Emergency Medical Services:](#) [803-533-6268](#)**

**[Orangeburg County Fire Services:](#) [803-533-6218](#)**

**Orangeburg County Public Services: 803-533-6164**

**Limited public access.**

**Orangeburg County Sheriff's Office: 803-534-3550**