

89. Sept - 679.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the following Administrative Order providing the policy and procedure for use of County telephone equipment is hereby approved.

ADMINISTRATIVE ORDER NO. 89-2
OF THE
JEFFERSON COUNTY COMMISSION

The Jefferson County Commission hereby issues the following administrative order.

PURPOSE

TO ESTABLISH THE JEFFERSON COUNTY COMMISSION POLICY AND PROCEDURE FOR USE OF COUNTY TELEPHONE EQUIPMENT WHICH RESULTS IN A CHARGE TO THE COUNTY OR OTHERWISE USES THE CREDIT OF THE COUNTY.

POLICY

IT IS THE POLICY OF THE JEFFERSON COUNTY COMMISSION THAT COUNTY TELEPHONE EQUIPMENT WILL ONLY BE USED FOR COUNTY BUSINESS WHERE SUCH USE RESULTS IN A CHARGE AGAINST THE COUNTY OR OTHERWISE USES THE CREDIT OF THE COUNTY.

(1) Application: This policy applies to all Jefferson County owned or leased or controlled telephone equipment including office telephones, car phones and any other telephone transmission that results in a charge to the County or otherwise uses the credit of the County.

(2) The use of County telephone equipment by any County employee or other person for any purpose other than the business of Jefferson County is prohibited where there is a toll or other charge directly resulting from such use to or against the credit of the County. Provided, however, the foregoing prohibition does not

proscribe the occasional use of County telephone equipment for such non-County business where such toll or charge is assessed to a non-County account. Such non-County accounts include non-County telephone credit card charges or charges directly against an outside business or home.

(3) All authorized County business use of County telephone equipment by County officials and employees or others shall be noted in writing concurrently with the call, which notation shall include the following information:

- a. The date of the call;
- b. The County telephone extension used;
- b. The telephone number called;
- d. A brief note of the County business purpose of the

call.

(4) It shall be the duty of all County officials and employees to provide such notes of calls to the Jefferson County Communications Division of General Services upon request. And further, to cooperate with the Communications Division to determine personal responsibility for unauthorized calls.

(5) It shall be the responsibility of each County official and department head to provide publication and instruction to all their subordinates of this Administrative Order and Policy.

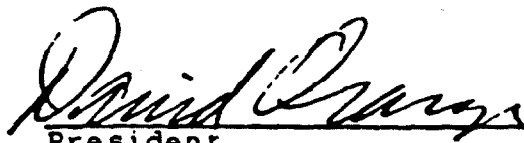
DONE AND ORDERED at the Jefferson County Courthouse this 12 day of September, 1989.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION

DATE: 9.12.89

MINUTE BOOK: 88

PAGE(S): 214-215



President
Jefferson County Commission