

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: Use of County Telephones and Facsimile Machines **Number:** E 13
Approved: Signature on file **Date:** 07-16-03

POLICY

Landline and cellular telephones and Fax services are provided to staff specifically for conducting official County of Orange business. Employees are expected to restrict non-business related telephone calls to a minimum and employees are required to reimburse County for any non-business-related cost. Personal use of telephone must not interfere with County business. When personal cellular phones are used on County business, the cost of the calls may be reimbursed. Fax transmissions and services are not to be used for personal business.

The purchase of all County cellular phones requires the approval of the Agency Director. Records of the location and assigned users of all cellular phones will be kept by the manager of SSA/Centralized Operations.
