



PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

Subject: Telephone Equipment, Telecommunications Services
and Voice/Data Lines

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Purpose

To establish Pima County ("County") policy for the acquisition of, and modifications to, non-cellular telephones, equipment and service designated for County use.

Policy

The County telephone systems (including telephone equipment, voice and data lines and services) are normally used by County Elected Officials and employees to conduct County business. While use of the telephone system for continuing operations of County departments is essential, additional objectives include cost containment and efficiency of overall telephone system operations. To achieve these goals, Elected Officials and Departments utilizing the County telephone system shall adhere to, and be bound by the requirements of this policy.

Definitions

1. County Administrator: The County Administrator or designee

Requirements

2. The County Administrator shall be responsible for the acquisition of all telephone equipment, telecommunications services and voice and data circuits designated for County use, as well as coordinating the activation, modification or disconnection of such infrastructure.
3. The County Administrator may require Elected Officials and Department Heads to be responsible for the following: 1) conducting audits to monitor the volume of calls and to ensure that personal toll calls originating from County telephones are being reimbursed to the County; and 2) coordinating activation, modification and deactivation of telephone equipment and/or telecommunications services (including voice and data lines) with the Information Technology Department.

4. County owned telephones should only be used for County business; personal use is discouraged. Employees shall reimburse the County for personal phone calls for the amount designated on the employee's monthly telephone bill or invoice.
5. Implementation of and adherence to this policy resides at all levels of the County. Any employee, volunteer, contractor or intern of the County found in violation of this policy will be subject to any available disciplinary action, up to and including termination of employment or business relationship.

Responsible Departments

The Office of the County Administrator and Pima County Elected Officials and Departments utilizing County telephone systems.