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| <b>Clerk of the Superior Court Procedure</b> | <b>Subject:</b> Telephone - Desk Phone and Fax Lines |
| <b>Approved:</b> Chris Kelly                 | <b>Date:</b> June 27, 2007                           |

**PURPOSE:**

The purpose of this procedure is to ensure that all Clerk of the Superior Court employees adhere to County Policy A1202: Telephone - Desk Phone and Fax Lines, and that Maricopa County desk phones and fax lines are used to support Maricopa County business strategies and departmental goals, and that management has visibility of and accountability for their usage and costs.

**POLICY:**

County Policy A1202 states that desk phones and fax lines are intended for Maricopa County business purposes only and are to be used solely to carry out the responsibilities associated with performance of County employment or County contracts. Users have no personal right of privacy in the content of the message or equipment, and the County may monitor such use without prior notice.

**PROCEDURES:**

- Managers are to remind staff that personal long distance phone calls from county desk phones and long distance use of fax machines for personal business are prohibited.
- All new desk phone extension requests and existing phone line change requests submitted to the ITG department will **NOT** include long distance service. If long distance service is required for business-related matters, written approval or e-mail authorization must be made by the requesting department's Manager.

**Employee's Responsibilities:**

- Track and detail all long distance business related phone calls and long distance fax line usage on the COC Long Distance Telephone and Fax Log form.
- Each month forward the Long Distance Telephone and Fax Log(s) to your manager.

**Manager's Responsibilities:**

- Each month review, sign and date the Long Distance Telephone and Fax Logs submitted by staff.
- On the last business day of each month forward to the Clerk of the Court's Assistant the original Long Distance Telephone and Fax Logs. The logs will be retained in the administrative office for 18 months.

**Auditor's Responsibilities:**

- The COC Auditor may review call detail reports received monthly from the Telecommunications Department.
- The COC Auditor will randomly audit long distance phone and fax line bills.