



Administrative Regulations

Office of the Mayor

Title: TELECOMMUNICATIONS SERVICE

A.R. Number: 2.1 Effective Date: 2/1/2007 Page: 1 of 1

Supersedes: Telecommunications Service A.R.: 2.2 DATED: 9/1/2000

I. POLICY

City telephone and data services are administered by the Department of Information Technology. All service changes or requests for new services must be coordinated through this Agency.

A. Ownership

All telephone and data instruments are the property of the City. The Enterprise Network and Server Services Bureau within the Department of Information Technology is responsible for the management of the inventory of these instruments. When an instrument becomes excess to the needs of an agency and/or the city, it should be returned to the Enterprise Network and Server Services Bureau for its evaluation for redeployment or disposal.

B. Long Distance Telephone Calls

Long distance telephone calls are restricted to City business only and are made under the authorization of the individual Department/Agency Director. Any personal long distance calls must be made collect or using a personal calling card.

C. Faxes

Use of these modes of transmission is restricted to City business only.

D. Contracts

All contractual obligations for telephone and/or data services that are being made on behalf of the city must be reviewed and approved by the Enterprise Network and Server Services bureau within the Department of Information Technology and signed off on by the Director.

II. REGULATION UPDATE

The Office of the Mayor and the Department of Information Technology is responsible for modifications to this Policy.

APPROVED:

MAYOR