

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services Telecommunications	Reference Number: IVF02-0003	Revises Previous Effective Date: 4/15/04
Subject: Replacement Phone Sets		
Authority: Donald/Bell	Effective Date: 11/01/04	Page 1 of 2

I. POLICY:

Effective July 1, 1998, GTA relinquished ownership of all phone sets to the individual Departments. Consequently, GTA will no longer replace phone sets without charging a substantial fee for the service call and set. In order to avoid these fees, replacement phone sets shall now be purchased from the individual unit's Regular Operating Expenses budget.

II. APPLICABILITY:

All GDC facilities and offices.

III. RELATED DIRECTIVES:

OPB Revised Policy on the Acquisition and Use of Telecommunications Services and Equipment dated July 23, 2004

IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. Single line replacement phone sets, two line replacement phone sets, cordless replacement phones, telephone cords, telephone answering machine, telephone headsets, and individual caller I.D. boxes shall be purchased from a local vendor by the facility/office's Business Office and charged to that facility/office's Regular Operating

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Expenses budget. Each facility/office's Business Office is encouraged to purchase and maintain, on site, a small stock of replacement phone sets.

- B. P-phones, Comdial phones, and a select few non-standard phone set replacements may still be requested through the GDC Telecommunications Business Office for submission on a work order request to GTA.

When a new phone line installation is requested via GTA, a new phone set will be requested on the same order.