

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services Telecommunications	Reference Number: IVF02-0005	Revises Previous Effective Date: 4/15/04
Subject: Fax Machines/Lines		
Authority: Donald/Bell	Effective Date: 11/01/04	Page 1 of 2

I. POLICY:

- A. All requests for additional fax lines in existing facilities/offices will be submitted to the respective Division Director for initial approval prior to Telecommunications Office action.
- B. The Georgia Department of Corrections reserves the right investigate, retrieve and read any communication or data composed, transmitted or received through voice services, online connections and/or stored on their respective servers.

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. All fax machines are now purchased by the individual facility/office using equipment money allocated to their site.

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- B. New or replacement fax machines must be decaled by the respective unit and placed on their inventory (depending on price of machine).
- C. Repairs to fax machines must be requested by the individual facility/office directly to a local vendor and repairs paid for from the respective facility/office's budget.
- D. All new or additional fax line requests must have the approval of the Division Director prior to Telecommunications order processing.
- E. Fax lines are telephone lines, consequently the same dialing procedures apply. Local transmissions will be made by dialing 9+area code + number or 9 + number outside of the metro Atlanta area. Long distance transmissions will be made by dialing 9+1+area code + number.
- F. Fax equipment and lines are provided by the State of Georgia and are for State business purposes only. Personal use of fax equipment or lines is prohibited. Employees using fax equipment for personal use may be subject to disciplinary action and will be required to reimburse the State for any associated costs.