

**Board of County Commissioners
Leon County, Florida**

Policy No. 98-10

Title: Telephone Service
Date Adopted: October 13, 1998
Effective Date: October 13, 1998
Reference: n/a
Policy Superseded: Policy No. 93-8, "Telephone Service," 1/12/93

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 93-8, adopted January 12, 1993, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

County staff shall perform maintenance on County-owned telephones. Employees shall call the help desk of Management Information Services to report any problems with telephones or telephone service. Telephones may not be relocated within an office or within the Courthouse.

Requests for additional telephone lines or instruments, approved by department heads, Constitutional officers or others who have responsibility for individual agencies, shall be submitted to the help desk of Management Information Services.