


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
COMMUNITY SERVICES**

Subject: USE OF TELEPHONES, OFFICE EQUIPMENT AND SUPPLIES	Policy Number: 10
Number of Pages: 1	Section:
Attachments: A. Long Distance Telephone Log	Related Standards & References: AP-7; AP-18
Effective Date: 10-1-11	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that telephone usage is primarily for Community Services business, but telephones are available for personal use by staff when:

- the staff member is not directly involved with clients;
- the absence of the staff member from a work assignment would not be critical;
- the use of the telephone would not interfere with Community Services business; and/or
- no personal long distance phone calls may be made

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

III. PROCEDURE

All Division of Youth Services employees are responsible for documentation of long distance phone calls. This log must be made available for inspection upon request. Further it is a policy of the Mississippi Department of Human Services, Division of Youth Services that office equipment and/or supplies are for Community Services business only.