


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

<b>Subject:</b> Use of Telephone, Office Equipment, and Supplies.	<b>Policy Number:</b> 10
<b>Number of Pages:</b> 1	<b>Section:</b> XIV
<b>Attachments:</b> A. Long Distance Telephone Log	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> June 1, 2012 Revised June 15, 2019	<b>Approved:</b>  James Maccarone, 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 Section business, but telephones are available for personal calls 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 Section business

No personal long distance calls may be made at any time.

### **II. DEFINITIONS**

None

### **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 the policy of the Mississippi Department of Human Services, Division of Youth Services that office equipment and/or supplies are for Community Services Section business only.