

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Support Services Telecommunications	Reference Number: IVF02-0001	Revises Previous Effective Date: 4/15/04
Subject: Telecommunications Policy Statement		
Authority: Donald/Bell	Effective Date: 11/01/04	Page 1 of 2

I. POLICY:

- A. To establish telecommunications planning and management for all divisions within the Georgia Department of Corrections.
- B. The Telecommunications Section will provide guidance and technical support to all GDC personnel statewide.
- C. For the METRO-ATLANTA AREA AND CENTRAL OFFICE: All requests for telecommunications services listed below shall be submitted in writing to the GDC Telecommunications Business Office.
- D. FOR ALL OTHER FACILITIES/UNITS/OFFICES: All requests for telecommunications services except telephone calling cards, shall be submitted via GroupWise, fax, or U.S. Mail to the GDC Telecommunications Business Office.
- E. The areas of responsibility shall include: Telephone Lines; Wireless Devices which generate a monthly recurring charge for airtime; Telephones/Accessories; Radio Frequencies; Computer Data Lines; Pagers; Telephone Calling Cards; GSAMS Connectivity;; Facsimile Lines; Voice Mail; T-1 Lines; Fiber Optic Cabling Projects; Southern Linc/Instant Link-type Radio Billing
- F. **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:

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All agency personnel.

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. The Telecommunications Section will provide assistance to all GDC divisions and personnel. It will determine equipment and services that best fit the needs of GDC, issue all work orders to the appropriate vendor, and coordinate all actions with the appropriate section and/or vendor.
- B. The Telecommunications Section, in consult with the appropriate GDC manager(s), and Budget Office, will determine the telecommunications requirements for all new facilities, review and authorize communications drawings, and coordinate all installations with the appropriate vendors.
- C. The Telecommunications Section will be responsible for managing the GDC monthly recurring telecommunications bills, as well as capital expenditures. This will consist of verifying all telecommunications charges for payment, and preparing budgetary cost estimates for new institutions/centers/offices.
- D. The Telecommunications Section will manage an inventory system for tracking telecommunications assets, i.e., mobile radios, Southern Link radios, pagers, cellular telephones, and calling cards.