

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Fax Machines/Lines

Policy Number: 105.08

Effective Date: 00/00/2024

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division (Office of
Information Technology)

Access Listing:
Level I: All Access

I. Introduction and Summary:

- A. All requests for additional fax lines in existing facilities/offices will be submitted to the respective Division Director for initial approval prior to the 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. This policy is applicable to all GDC facilities and offices.

II. Authority:

OPB-GTA Policy 4, Revision 9 on the Acquisition and Use of Telecommunications Services and Equipment.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

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

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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.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:**

Are there any related documents that need to be maintained? Paper or electronic?