3-05/110.00 - Toll Calls/Telegrams

When authorized personnel are required to place toll calls from non-county phones and are unable to access a county long distance service provider, they may pay for the call or charge it to their own telephone number and claim reimbursement.

The following procedures apply for reimbursement of telephone expenses incurred in the performance of assigned duties:

- A telephone log containing the claimant's name, rank, employee number, location, number from which the call was placed, and the cost of the call shall be maintained by each unit claiming telephone expenses;
- At the end of each month, the unit shall prepare a Departmental Supply Requisition (76R413) for petty cash with the total telephone expenses;
- The section supervisor will review the telephone log, initial the DSR, and forward both to the unit commander;
- The unit commander will review the log, sign the DSR, and submit both to the division chief or division director for review and forwarding to Fiscal Administration. The telephone log shall be returned to the unit; and
- The Departmental Supply Requisition will be submitted to the concerned budget representative for processing for petty cash reimbursement. The budget representative will advise the unit when the petty cash can be picked up from Fiscal Administration. It will be the responsibility of the unit to reimburse the employees.

Telegrams cannot be charged to a county telephone number. To place a telegram with Western Union, the Department's account number must be used. This number can be obtained from Sheriff's Headquarters Bureau.