

POLICY NUMBER:

APM- 1 - 83

DATE:

November 1, 2001

ISSUED BY:

Carlos A. Gimenez

City Manager



SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION	DATE OF REVISION
Established	10/16/92
APM changed to LMP	07/15/92
Clean-up	07/15/92
Revised Section 2	07/15/92
LMP changed to APM	11/01/01
Revised	11/01/01

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SUBJECT: LONG DISTANCE TELEPHONE CALLS

PURPOSE: To establish policy relative to the use of City telephone equipment for long distance calls.

Effective this date, this Administrative Policy supersedes all previous directives on this subject.

The Policy will be as follows:

- I The use of City telephones for long distance calls is primarily intended for communications, involving official City business. Such calls should be made only when they constitute the most cost effective means of communication. Similarly, their duration should be limited to the length of time necessary to efficiently conclude the business under discussion.
- II Whenever possible, long distance calls shall be made by means of the official City approved long distance carrier.
- III Department Directors shall establish procedures to provide for a monthly log of long distance calls. The log shall record, at a minimum, the name of the caller, the organization/individual called, the phone numbers called from and to, the approximate start time and end time of the call, and the date of the call. The log shall be compared to the long distance call detail report distributed to each department on a monthly basis and any discrepancies shall be promptly investigated and resolved.
- IV Use of City telephones for the placing of long distance telephone calls is charged to the City. If employees need to place long distance personal calls on City telephones, the employee is to reimburse the City for the cost of the call. Reimbursements for personal calls must be forwarded with a City of Miami Cash Receipt form to the Cashier's Office on the 4th floor of the Miami Riverside Center no later than thirty (30) days following receipt by the department of the call detail report. A copy of the call detail report with notations on the disposition of each call signed and dated by each employee must be returned to the Telecommunications Section of the Information Technology Department. Violation of this policy will subject employees to disciplinary action up to and including dismissal.

- V The Telecommunications Section of the Information Technology Department will maintain a log of long distance statements. This log will designate the type of billing, the name of the telecommunications provider, the billing cycle, the name of the department, the name of the individual to whom the statement was sent, the date on which the billing statement was sent out to the individual, and the date on which the signed/approved statement was received back by the Information Technology Department. A follow-up memorandum shall be sent out to the individual with the next billing statement in those instances where signed/approved statements for the prior billing cycle have not been received by the Information Technology Department.