

Subject:	<b>Fax and Copy Machines</b>	
Effective:	<b>2/9/2013</b>	<b>Procedure</b>
Update:		
Reference:		

**PURPOSE**

To describe the authorized uses of the fax and copy machines in the Emergency Communications Center.

**POLICY**

1. The fax and copy machines are for official use only.
2. Supervisor approval must be granted prior to the use of the fax or copy machine(s) for personal reasons.
3. Employees placing long distance faxes for personal use may be held responsible for charges billed to the County of Santa Barbara.