

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 105-08

Eff. 2/21/12

**PERSONAL USE OF PHONE, FAX
AND MAIL SYSTEMS**

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Personal use of telephones, fax machines and county-issued cell phones for long-distance and toll calls is not allowed. Employees should practice discretion in using county telephones when making personal calls and shall be required to reimburse the county for any charges resulting from their personal use of the telephone or fax machine.

The use of county-paid postage for personal correspondence is not permitted.