

**To: All CCEMS Employees**

**From: Joe Lord, Director  
CCEMS**

**Date: June 20, 2007**

**Re: Reminder of County Cell Phone Usage**

Direct connect or directory assistance is **not allowed** for CCEMS employees. The cost is \$1.50 each time it is used. If directory assistance is used by an employee for personal use, it will be up to that employee to reimburse the County immediately and disciplinary action may follow. If directory assistance is used in the process of County business, please send an email to Donna Murray stating date, time, and reason for using this service. This will insure that an employee will not be billed incorrectly.

Text messaging is **not allowed under any circumstances** under the County plan. This cost is .10 per text and .25 per picture/video text. Reimbursement is the responsibility of the employee for any charges that are incurred and disciplinary action may follow.

Any calls outside of NC/SC are considered long-distance and are not be made without prior approval of your shift Captain.

Thank you for your prompt attention to this matter.