

**MISSOULA COUNTY  
PERSONAL USE OF COUNTY TELEPHONE SYSTEM**

**Basic Use of County Telephone System:**

The County telephone is in existence for business purposes. There are times, however, when personal use of telephones is necessary. For those calls, employees should make every effort to keep the conversation as brief as possible.

**Long Distance Toll Charges:**

County employees are encouraged to use personal credit cards for all personal long distance calls. However, if personal calls are made using the County system, the employee must reimburse the County for those calls. It is the responsibility of the Department Head to ensure that employees pay for these calls.

The Auditor's Office will review phone bills on a periodic basis and notify Department Heads of any concerns.