

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5630

PAGE: 1 OF 2

CATEGORY: Support Services, Communication

EFFECTIVE: 11-20-96

SUBJECT: Pager Service

REVISED: 7-09-99

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing pager service in existing or new schools, departments, or offices, including types of service available.
2. **Related Procedures:**
 - Telephone service 5625
 - Allocation formula for school telephones 5626
 - Telephone toll calls and cellular charges 5627

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-3000, G-7000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Equipment Repair Office; Equipment/Safety Services Program; Maintenance, Operations, Warehousing and Distribution; Business Services Division; Administrative/Operational Support.
2. **The Equipment Repair Office** handles *all contacts* regarding new service or changes in service between schools/departments and pager companies. Pagers *not* received through the Equipment Repair Office cannot be activated and paid for using district funds. District pagers are leased under contracts negotiated between the district and the provider.
3. **Determination of Need and Responsibility.** School district pagers are for official district business only and are *not* to be used for personal business. School or department administrators determine the need for individuals to carry a district pager and initiate a request for pager(s), to be funded by site budgets. If a pager is lost or damaged beyond repair, the site budget is charged a replacement fee. (Current value is approximately \$125.) Pager range includes San Diego County, north to San Luis Obispo, south to the border, and east to Indio.

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D. IMPLEMENTATION

1. Schools/departments

- a. Make requests to Equipment Repair Office, via "Request for Maintenance Department Service" (E.1.), describing type of service needed, name of person who will carry pager, and budget number to be charged on a quarterly basis.
- b. Make arrangements with Equipment Repair Office to pick up/deliver pagers when available.

2. Equipment Repair Office

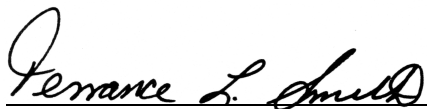
- a. Reviews request and arranges with pager vendor to receive pagers.
- b. Receives pagers delivered by vendor.
- c. Notifies Accounts Payable Unit; Fiscal Control Department; Finance Division; Administrative/Operational Support, of account information, site location number, budget number, and number of units to be charged to individual budgets for payment information.
- d. Notifies requester that pager(s) are available for pickup.
- e. Performs periodic audit of pager billing.

E. FORMS AND AUXILIARY REFERENCES

1. Request for Maintenance Department Service, Stock No. 22-R-3250.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education