

## **613 - VOICEMAIL ACCESS**

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**Section 613.01  
County Policy on  
Voice Mail**

In the event of an employee's absence, an elected official or department head may access an employee's voicemail to conduct County business. In order to do that, an elected official or department head is required to submit a letter of authorization requesting the Telecommunications Department to change the voicemail password of the absent employee to a default password, for purposes of accessing the voicemail system.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
December 30, 1997  
Revised: September 30, 2003