

FOREIGN ATTACHMENTS AND CONNECTIONS

1. GENERAL

1.01 This Section is reissued to establish standard procedures to be followed in all exchanges regarding the handling of foreign attachments found on telephone equipment, inside wires, etc.

1.02 A foreign attachment is a device, piece of equipment or apparatus that is attached or connected to Telephone Company facilities and furnished by someone other than the Telephone Company.

1.03 An unauthorized connection is a line or circuit that is attached to or connected with Telephone Company lines and circuits and furnished by someone other than the Telephone Company.

1.04 Foreign attachments and connections may be physical, electrical, acoustical, inductive or otherwise.

1.05 In general, foreign attachments, other than harmless devices, such as dial plates or note pads, may not be connected with facilities of the Telephone Company.

1.06 Any foreign attachment which involves a direct electrical connection to the equipment of the Telephone Company or damages or impairs the operation of Telephone Company property or equipment should be promptly disconnected from the Telephone Company facilities.

2. OUTSIDE PLANT PERSONNEL

2.01 An employee should never connect equipment not authorized by a service order.

2.02 Any device attached by the customer to the facilities of the Telephone Company that in any way interferes with the repair or maintenance of said facilities, including harmless devices, may be removed by the employee at the time repair is made. The customer should be told of the need for doing so. The device so removed will not be restored by the employee upon completion of his work.

2.03 If the foreign attachment involves a direct electrical connection to the equipment of the Telephone Company or damages or impairs the operation of the Telephone Company property or equipment, it should be removed promptly by the employee without prior consent of the customer. If the customer protests, the employee should refuse to repair the customer's telephone and report the matter to the Test Center supervisor.

2.04 If the employee discovers a foreign telephone instrument connected to facilities of the Telephone Company, he should disengage the instrument, and explain that our tariffs forbid such a connection. It should also be explained that service will be suspended if the attachment is found connected in the future.

2.05 The employee should disengage any device used for recording two-way voice conversations which is not provided with a recorder-coupler and/or recorder-connector furnished by the Telephone Company.

2.06 The employee should remove any form of wire-tapping device discovered on Telephone Company facilities.

2.07 Every case of foreign attachments and unauthorized connections that violates the tariff, which are discovered by an employee described above, shall be reported to the Test Desk.

2.08 If it is suspected that unbilled standard equipment is in and working, this information should also be reported to the Test Desk. The reporting employee does not negotiate with the customer.

3. TEST CENTER PERSONNEL

3.01 When foreign attachments are reported by the outside forces, all facts should be entered on Form SW-8136. The original and triplicate copies are to be sent to the Manager and the duplicate retained until action taken by Manager is reported. The action taken by the Manager should be entered upon the duplicate copy

which is then forwarded to the District Plant Superintendent.

3.02 If the situation presents a serious hazard or unsafe situation, the matter should be referred to the Test Center Supervisor immediately. All reports prepared by the Test Desk are to be reviewed by the District Plant Superintendent.

3.03 When a report of the possibility of unbilled standard equipment that is in and working is received, all information concerning the case is referred to the business office.

3.04 The Company's policy toward foreign attachments and unauthorized connections along with the handling of customer contacts is outlined in Joint Practice 16.