

**POLICY NO. 30-212**DATE: **November 22, 2011**

SUBJECT: DISCONNECT SWITCH INTERBASE

I. PURPOSE

To provide guidance regarding installation and disconnecting of a service associated with a Disconnect Switch Interbase system.

II. POLICY CONTENT

Guidelines intended for the use of a Disconnect Switch Interbase on a meter.

III. PROCEDURES

The following practices and procedures shall apply to the provisions of the policy:

The cause for installing a Disconnect Switch Interbase on a meter is as followed but not limited to:

1. Non-payment of an account which has generated 3 collections in a year or
2. Discovery of meter tampering or bypassing or
3. Failure to comply with the Articles of Incorporation, Bylaws, or policies of the Cooperative.

Prior to disconnect of any account for any reason, other than the discovery of a hazardous situation, two people from the Account Receivable staff will review the account. Once determination has been made that a disconnect is necessary the staff will schedule the disconnect.

Disconnect of accounts where a hazardous condition exists may be done immediately and the account will remain disconnected until the hazard is eliminated.

If service has been disconnected, reconnection will be scheduled if the member takes the following steps:

1. The member confirms that the home/service is safe for reconnection.
2. Pays in full all amounts due the Cooperative up to the current meter read, including all collection fees.

3. Corrects hazardous conditions, if applicable.
4. In the case of Cooperative property damage, pays the cost of repairing any Cooperative equipment, which has been damaged, if applicable.
5. Provides the Cooperative with any additional security deposits, pre-payments or guarantees that the Cooperative requires.
6. Agrees to comply with reasonable requirements to protect the Cooperative against further infractions.

When reconnection is authorized, the Cooperative will notify the member, who shall then be responsible for assuring that it is safe to restore power, including removing any hazardous conditions in any structure.

IV. RESPONSIBILITY

The General Manager shall be responsible for implementation of the policy.

ATTESTING:

Secretary

President

Date

Revised 11/22/11
Adopted 11/27/07