



# POLICY MANUAL

## Emergency Operations - Equipment

### Cell Phone – Use Policy

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Book Chapter Subject

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7.0 Purpose: Establish the use policy for cell phones

7.01 Scope: All emergency response personnel

#### 7.02 GOAL

To improve the communication capabilities and provide a backup system for all Fire Department personnel.

#### 7.03 CELL PHONE USAGE

Department-owned cell phone usage is limited to **departmental business**. Talking on the cell phone while driving any Fire Department apparatus is **strictly prohibited**.

#### 7.04 CARE AND MAINTENANCE

The care and maintenance of departmental cell phones are the responsibility of each Fire Department member. If maintenance issues should occur, refer concerns to the Company Officer who administrates the Cell Phone Program.

#### 7.05 USAGE OF PERSONAL CELL PHONES WHILE ON DUTY

Personal cell phone usage is permitted while in a fire apparatus, but talking on the cell phone while driving the fire apparatus is **strictly prohibited**. Personal cell phones that are carried by employees while on duty must be put on the silent mode when entering Fire Department Headquarters. Cell phone interruption during Fire Department training will not be permitted except in rare circumstances where a true family emergency may occur.