

## **5.13 Use of Telephones/Pagers/Cell Phones** *Amended 01/13/09 changes to pagers/cell phones*

### **A. Purpose**

The purpose of this policy is to provide employees and volunteers with a means of communication outside of the District without creating disruptions in the workplace.

### **B. Scope**

This policy applies to all employees and volunteers of the Northwest Fire District.

### **C. Policy**

It is the policy of the Northwest Fire District to place telephones in all District facilities for reasonable use by employees and volunteers, and to allow employees and volunteers limited use of issued personnel pagers and cell phones. Any unauthorized use of Fire District communications equipment will be subject to disciplinary action.

### **D. Guidelines**

#### **1. Telephones**

- a.** Telephones are placed in all facilities so that employees and volunteers can complete their assigned duties and communicate with others outside the District.
- b.** Use of telephones for personal calls is permitted as long as the call does not interfere with normal daily activities.
- c.** Employees and volunteers are encouraged to be considerate of the needs of other employees, therefore limiting the number of calls per shift/day, and limiting the length of calls to five (5) minutes.
- d.** Long distance business phone calls should not be made without prior approval of the company officer or supervisor. Personal long distance calls shall be restricted to emergency use with supervisor permission, and the employee or volunteer shall reimburse the District for long distance toll charges.

#### **2. Cell Phones**

- a.** Employees who are assigned District cell phones are responsible for personal and business use, authorizing pay deductions for personal cell phone usage and any charges incurred beyond the provided plan. Employees who are assigned District cell phones will also be issued earphone/microphone adapters for increased safety and convenience.

- b. The District requires the safe use of cell phones by employees while conducting District business (either in District vehicles or personal vehicles).
- c. If cell phone use is necessary for conducting District business while driving, (either in District vehicles or personal vehicles), employees must bring vehicles to a complete stop in a safe location before making or answering calls unless earphones/microphones are operational.
- d. If a cell phone is lost, stolen or damaged while an employee is on or off duty, it is his/her responsibility to replace the cell phone.
- e. *While in a Fire Apparatus, personal cell phones must be on vibrate and may only be used at the discretion of the Captain or officer in charge (Eff. 01/13/09).*
  - i. *At no time will a cell phone be used during an emergency code three (3) response*
- f. *Driver of Fire Apparatus prohibited from using the cell phone while vehicle is in motion (Eff. 01/13/09).*

**3. Pagers**

- a. The Northwest Fire District will provide pagers to assigned employees for District use.
- b. District assigned employees shall wear digital and/or voice pagers while on duty or on call. Employees that may be requested to respond whether on duty or not, on call or not (e.g., special teams members, PIO, inspectors, investigators, second call officers) must carry their District issued pagers with them at all times.
- c. If a pager is lost, stolen or damaged while an employee is on or off duty, it is his/her responsibility to replace the pager.