



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 036**

Use of Telephones

I. PURPOSE

To provide members with a means of communications outside of the District without creating disruptions in the workplace.

II. SCOPE

This policy applies to all members of the District.

III. POLICY

It is the policy of the District to place telephones in the station for reasonable use by members and to require members to maintain a telephone contact number.

IV. GUIDELINES

- A. Telephones are placed in the station so that members may complete their assigned duties and communicate with others outside the District.
- B. Phones may be used for personal calls, as long as their use does not interfere with the effective operation of the District. Additionally, members may not conduct other outside business on District phones.
- C. Personal long distance phone calls shall not be made without prior approval. Personal long distance calls shall be restricted to emergency use, and the member shall reimburse the long distance toll charges.
- D. Personal cell phones shall not be used while performing duty-related tasks or on emergency calls unless related to the call itself.
- E. No member shall use a cell phone while driving a District vehicle or while operating District equipment. Passengers in a District vehicle may use a cell phone for business related purposes as long as such use does not cause distraction for the driver.
- F. The District shall not be liable for any damage or loss of personal cellular phones brought into the workplace.
- G. All members are required to maintain a personal telephone contact in order to facilitate notification and communication between the District and the member. This telephone contact may be via cellular phone and will be kept strictly confidential unless the District is otherwise notified.

Approved by the Mescal-J6 Fire District Governing Board on September 8th, 2015. Replaces February, 2012