

TELEPHONE, FAX, AND CELLULAR PHONE USAGE

Purpose:

To minimize disruption of normal district operations by limiting and controlling the use of district telephones, fax machines, and cellular phones.

Scope:

This policy applies to all members of the district.

Guidelines:

The purpose of the district's telephone, facsimile (fax), and cellular phone system is to aid and assist members in day-to-day emergency and non-emergency district operations; however, due to the nature of our business, it is understood some personal calls may need to be made utilizing district equipment.

Specific guidelines for the personal utilization of this equipment include:

- A. Station telephones: Local personal calls of reasonable length to/from station telephones are acceptable. Long distance calls shall be made with a member's personal credit card and not charged to the district. Reimbursement to the district after a long distance call is made is unacceptable.
- B. Fax Machines: Local personal faxes are acceptable. A member may utilize a district fax machine for long distance purposes if it is charged to their personal credit card. The district will not/cannot accept any unauthorized billing, and reimbursement to the district after a fax is sent is unacceptable.
- C. Cellular Phones: Due to the high cost of cellular telephones, district business calls only are acceptable; however, routine business calls should be made through other means of communications, i.e. station telephones, whenever possible. If other means of communication are unavailable, a member may use a district cellular telephone for personal calls. In these cases, for tracking purposes, the member will log the number called and the reason it was made. This information will be forwarded to the Chief and/or Assistant Chief through the immediate supervisor.