


TITLE: 2.4 Telephone Usage	
 <p>OAK POINT</p>	<p>City of Oak Point Department of Public Safety Fire Department</p>
TITLE: Telephone Usage	SECTION/TOPIC: General Administration
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	REVISED BY
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Purpose

To provide guidelines of the acceptable standards for telephone and cell phone usage while on duty or at the OPDPS Station.

Scope

This guideline applies to all OPDPS Fire members.

Policy

Telephones and Cell Phones

1. Long distance calls shall not be charged to the station telephone, unless department related.
2. Collect calls shall not be accepted on department telephones unless the call is department related or an emergency.
3. Members shall not give a department telephone number or address for personal business.
4. Member’s personal telephone numbers are not to be given out to anyone without that member’s permission.
5. The department telephone or cellular phone is not to be used for conducting personal business.
6. No person shall be using a cell phone while driving any OPDPS Fire Dept. apparatus.
7. Personnel should limit the use of their personal cell phones during work hours.

8. All station phone calls shall be answered in a courteous manor stating, “Oak Point Public Safety, then your rank and name.
9. Personnel are prohibited from using their personal cell phones while on a call or conducting business with a citizen.
10. Personal cell phones are prohibited on any OPDPS scene unless the department cellular phone is unavailable. Personnel are to leave personal phones at the station or lock them inside the apparatus.
11. Personnel are to refrain from giving out the department’s fire cellular number.