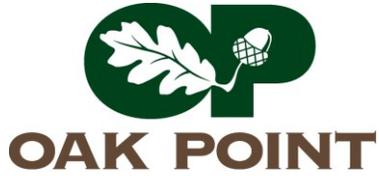


TITLE: 2.4 Telephone Usage and Cellular Phones



**City of Oak Point
Department of Public Safety
Fire Department**

TITLE: Telephone Usage

SECTION/TOPIC: General Administration

NUMBER: 2.4

ISSUE DATE: 01.21.2015

REVISED DATE: 11.29.2021

Michael Shackelford

Director DPS

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. Any distance calls where cost is incurred shall not be charged to the department telephone, unless department related and approved by a supervisor.
2. Collect calls shall not be accepted on department telephones unless the call is department related or an emergency.
3. All station phone calls shall be answered in a courteous manor stating, "Oak Point Public Safety, then your rank and name.
4. Firefighters shall not give a department telephone number or address for personal business.
5. Firefighter's personal telephone numbers are not to be given out to anyone without that member's permission.
6. The department telephone is not to be used for conducting personal business.
7. Personal cell phones are prohibited on any OPDPS scene. Personnel are to leave personal phones at the station.

8. No person shall use any cellular device for any reason while operating any OPDPS fire apparatus, equipment or on DPS Police/Fire/Rescue scene.
9. Personnel are provided department owned cellular phones at no cost to them. These phones are to be answered and used for all official business while on duty. Firefighters are prohibited from utilizing their department issued cellular phone in any manner that would by its action violate any policy of the department, City, or law.
10. Personnel should limit the use of their personal cell phones during work hours and Personnel are prohibited from using their personal cell phones while conducting business with a citizen.
11. Personnel are prohibited from utilizing their personal cellular device in any capacity (calls, pictures, recordings, texts, etc.) while acting in any legitimate Public Safety activity.
12. The department is equipped with electronic locks and an electronic key for use with a cellular phone is provided. This electronic key must be loaded on the department issued cellular phone and is prohibited from being loaded or used with personal cellular phones.