

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES

EFFECTIVE DATE:

**SECTION 5: USE OF TELECOMMUNICATION
EQUIPMENT**

REVISED: 03-24-2018

4.5.1 **PURPOSE:** To establish guidelines for utilization of District Telephones, Cellular Phones and Fax Machines.

4.5.2 **POLICY:** Utilization of the telecommunication equipment shall be as follows:

4.5.3 Telephone and Fax Machine – Long Distance Calls

4.5.3.1 Personal calls are not permitted on either the District telephone or the District fax machines, unless they are charged to the calling party's credit card or home phone number.

4.5.3.2 Personal Use of District Telephone and Fax Machine

4.5.3.3 Personal use of the Fire District's telephone(s) and of the District's fax machine(s) is a privilege and is permitted as long as it is done in a reasonable manner that does not interfere with District operations.

4.5.3.4 Personal telephone calls are to be kept to a maximum of five minutes between 0800 hours and 1700 hours.

4.5.4 Cellular Phones

PURPOSE: To enhance communications between the base hospital, supervisor (Captain or Chief Officer), ECC and other priority contacts.

To reduce radio airtime in emergency situations and at the scene, when telephone contact is required with the hospital or parents, etc.

To give the apparatus/units an additional resource for communications.

4.5.5 **POLICY:** Cellular telephone are to be used as a means to reduce radio traffic when traffic is heavy (when non-emergency or priority airtime is needed). Under no circumstances are cellular telephones to replace the radio communications of the apparatus/units.

4.5.5.1 Cellular telephones are to be used as a resource to enhance communication capabilities. Cellular telephones are not to be used for non-essential communication.

4.5.5.2 Personal Use: The cellular telephone is not intended for personal use, however cellular phones may be utilized when situations are deemed necessary.